



RIDGWAY

BOARD OF TRUSTEES MEETING AGENDA

November 14, 2023 at 7:00 PM

Ridgeway Community Center - Room 101/102 208 Jarvis Street, Ridgeway, WI 53582

CALL TO ORDER AND ROLL CALL

CONFIRMATION OF OPEN MEETING

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS, DEPARTMENT REPORTS, AND CORRESPONDENCE

1. Announcements
Betty Johnson Memorial donated \$1,400 and Bob Cullen Memorial donated \$5,000
December Board Meeting to be held on 12.05.2023
2. Department Reports
3. Correspondence
4. Principal Life Renewal

PUBLIC COMMENT

CONSENT AGENDA

5. Minutes to be Adopted: Finance Committee Meeting 10/09/2023; Regular Board of Trustees Meeting 10/10/2023; Finance Committee 11/06/2023; Special Board of Trustees Meeting 11/07/2023
6. ACH Payments and General Fund Disbursements
7. Adoption of Agenda

ITEMS FOR CONSIDERATION AND ACTION

8. SUN Program
9. Sanitary Survey Report
10. EE Handbook Revisions
11. Land Purchase
12. DNR LWCF Bid Project and Agreement with Friends of the Military Ridge State Trail
13. DOR Notice of Non-Compliance
14. Command Central Agreement
15. Final 2022 Audit

- [16.](#) Johnson and Block 2023 Audit Engagement Letter
- [17.](#) Holiday Helpers Budget
- [18.](#) Mixer and Microphone Setup for Community Center
- [19.](#) Quote Dependable Landscape - Portable Removal

ADJOURNMENT



Betty Johnson

Doris Elizabeth (Paull) Johnson, or “Betty” as her daddy said she would be called, of Ridgeway, passed away peacefully of natural causes on September 2, 2023, at Upland Hills Nursing and Rehabilitation Center in Dodgeville where she had been living for the last several years.

Betty was born on June 21, 1930, to Bert and Esther Paull. She married her husband of 67 years, Donald Johnson, on December 16, 1947. Together they welcomed their two children Gary and Joyce.

Betty is survived by her children Gary (Kathy) Johnson of Ridgeway and Joyce (Dennis) Weier of Barneveld; her brother Robert Paull of Cathedral City, CA; her sister-in-law Alice Paull of Rapid City, SD; her four grandchildren, Jennifer (Jeff) Bradley of Dodgeville, Brett Weier of Barneveld, Heidi (Patrick) Lawton of Waunakee, and Hilari (Lance) Lansing of Darlington, and her 9 great-grandchildren, Tyler, Claire, Kelly, Casey, Grant, Gehrig, Grady, Gabriella, and Liam.

Betty was preceded in death by her parents Bert and Esther Paull, her parents-in-law Clarence and Daisy Johnson, her husband Donald, and her brother Eugene Paull.

Betty was an extraordinary woman. She touched hundreds and hundreds of lives over her 50 years working at the school in Ridgeway. She was also a long-time member of Grace United Methodist Church in Ridgeway where she continued to share her time, talents, and love with everyone she encountered.

In addition to being a faithful servant to many, Betty had several hobbies. She and Donald spent many years enjoying their little piece of land where they camped along the Wisconsin River. There they enjoyed fishing and entertaining throughout the summer. In the winter, she and Donald enjoyed their bowling leagues. In her spare time, she would knit the most beautiful masterpieces, play cards, read to her grandchildren, can and preserve food, garden, bake, and cook the most delicious food you can imagine.

Betty’s family would like to thank the staff of Upland Hills Nursing and Rehabilitation Center as well as Upland Hills Hospice for their care.

In lieu of flowers, memorials may be made to the Ridgeway Community Center.

A celebration of life for Betty will be held on Saturday, October 7, 2023, from 1:00 to 5:00 PM at the BARNEVELD AMERICAN LEGION, 102 Wood Street, Barneveld, WI.



Robert C. “Bob” Cullen

Robert "Bob" Cullen, age 87 of Ridgeway-Dodgeville passed away surrounded by family on Tuesday September 26, 2023 at Crestridge Assisted Living Center.

He was born on March 27, 1936 the son of Elmer and Marie (Paull) Cullen of Ridgeway. He graduated in 1954 from Ridgeway High School. From a young age, Bob worked side by side with his father Elmer on the Northern Ridgeway soil of the Family Dairy farm. Robert was lucky enough to marry Carolyn McGann, his high school sweetheart, on February 14, 1957. Together they farmed the Cullen Homestead and laid a foundation of family, work ethic and love. He and Carolyn were married for 52 years before her passing in 2010.

Bob was never intimidated by hard work and knew the value of a firm handshake and a person's word. Bob was so very proud of his second career at Hallada Motors Ford Dealership. He started working at Hallada's in 1975 as a salesperson until his semi-retirement in 1999. He accomplished many regional sales awards, selling over 10,000 vehicles throughout his career. Bob continued to work at the dealership supporting the business in any way he could until the young age of 83.

He cherished his work and the friendships he made over the years, however that could not compare with the value he put on his family. Bob loved nothing more than having his family close by. Family get-togethers were filled with good food, fun stories, and countless games of Euchre (he usually won). Bob was also very grateful for his friend Shirley Everson whom he held dear, together they found adventure whenever possible. Bob had a big heart and made room for many to be a part of his life, he truly was one of the most genuine persons you could ever meet.

Bob is survived by his children, Julie (Todd) Martin of Dodgeville, Jean (Tim) Solberg of Ridgeway, and Jason (Whitney) Cullen of Dodgeville; his grandchildren, Jenna (Jason) Palzkill, Elizabeth (David) Digman, Katherine (Ryne) Ponsler, Lucas (Laura Hadfield) Solberg, Leah (John Kieler) Solberg, Jackson Cullen and Danni Hess; great-grandchildren, Allison, Clayton, Jessie, Maxwell, Cullen, Jayne, Sally, Stella, Ralph and Millie; his sisters-in-law, Mary Jean Rounds, Betty McGann; and brother-in-law, Dean Murphy.

Bob was preceded in death by his wife Carolyn, his sisters Linda Isherwood and Betty Hahn, his daughter-in-law Sandra Hess Cullen and his infant brother, Jack.

A Mass of Christian Burial will be celebrated at 11:00 a.m. on Saturday, September 30, 2023 at ST. BRIDGET'S CATHOLIC CHURCH in Ridgeway. Burial will be held in St. Bridget's Cemetery. Friends may call from 4:00 p.m. until 7:00 p.m. on Friday at the GORGEN-McGINLEY & AYERS FUNERAL HOME in Dodgeville and from 10:00 a.m. until 10:50 a.m. on Saturday at the church.

In lieu of flowers, memorials to Ridgeway Community Center would be appreciated.

His family would like to thank the staff of Upland Hills Hospice and Crestridge Assisted Living for their dedicated and compassionate care.



Employee Timecard - Hourly Distribution Report

Report Date: 10/09/2023

10/02/2023 - 10/08/2023 [7 days]

Report Time: 9:21:05 AM

PD011 [GORHAM, MICHAEL]

Employee ID	PD011	DEPT(G2)	PD	Pay Policy	601
Pay Type	1	Last Name	GORHAM	First Name	MICHAEL

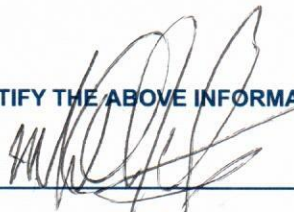
Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/02/2023 Mon	205 [POP]	06:00AM*	11:30AM*		5.5000000	
	205 [POP]	06:30PM*	10:30PM*	9.50	4.0000000	
10/03/2023 Tue	204 [POV]			8.00	8.0000000	
10/04/2023 Wed	205 [POP]	04:00PM*	12:00AM*	8.00	8.0000000	
10/05/2023 Thu	205 [POP]	07:00PM*	01:00AM*	6.00	6.0000000	
10/06/2023 Fri	205 [POP]	12:00PM*	10:00PM*	10.00	10.0000000	

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					73.00		8.00		65.00
3 [SICK]									151.00
6 [FH]									
204 [POV]	1[UNUSED]	8.00		8.00					
205 [POP]	1[UNUSED]	33.50		33.50					
TOTALS		41.50		41.50	73.00		8.00		216.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
 Employee Signature

X _____
 Supervisor Signature

Employee Timecard - Hourly Distribution Report

Item 2.

Report Date: 10/16/2023

10/09/2023 - 10/15/2023 [7 days]

Report Time: 8:51:09 AM

PD011 [GORHAM, MICHAEL]

Employee ID	PD011	DEPT(G2)	PD	Pay Policy	601
Pay Type	1	Last Name	GORHAM	First Name	MICHAEL

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/09/2023 Mon	205 [POP]	05:00PM*	11:30PM*	6.50	6.5000000	
10/10/2023 Tue	205 [POP]	04:00PM*	10:00PM*	6.00	6.0000000	
10/11/2023 Wed	205 [POP]	01:45PM*	05:45PM*	4.00	4.0000000	
10/12/2023 Thu	205 [POP]	08:00PM*	11:00PM*	3.00	3.0000000	
10/13/2023 Fri	205 [POP]	04:30PM*	01:30AM*	9.00	9.0000000	
10/15/2023 Sun	208 [PADJ]			-3.50	-3.5000000	

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									65.00
3 [SICK]									151.00
6 [FH]									
205 [POP]	1[UNUSED]	28.50		28.50					
208 [PADJ]	1[UNUSED]	-3.50		-3.50					
TOTALS		25.00		25.00					216.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Employee Timecard - Hourly Distribution Report

Report Date: 10/09/2023

10/02/2023 - 10/08/2023 [7 days]

Report Time: 9:21:05 AM

AD002 [ROESSLER, HAILEY]			
Employee ID	AD002	DEPT(G2)	AD
Pay Type	3	Last Name	ROESSLER
		Pay Policy	500
		First Name	HAILEY

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/02/2023 Mon	501 [TRW]	08:09AM	12:08PM		4.0000000	
	501 [TRW]	12:56PM	04:46PM	7.75	3.7500000	
10/03/2023 Tue	501 [TRW]	08:00AM	12:20PM*		4.2500000	
	501 [TRW]	12:40PM*	04:45PM*		4.0000000	
10/04/2023 Wed	501 [TRW]	06:17PM	08:19PM	10.25	2.0000000	
	501 [TRW]	08:05AM	04:26PM	8.50	8.5000000	
10/05/2023 Thu	501 [TRW]	08:02AM	08:59AM		1.0000000	
	501 [TRW]	12:02PM	04:30PM	5.50	4.5000000	
10/06/2023 Fri	501 [TRW]	08:01AM	01:28PM		5.5000000	
	501 [TRW]	02:15PM	04:21PM	7.50	2.0000000	

Summary - AD002 [ROESSLER, HAILEY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									3.25
3 [SICK]									7.00
6 [FH]									
7 [BREV]									
501 [TRW]	1[UNUSED]	39.50		39.50					
TOTALS		39.50		39.50					10.25

Sewer Admin = 5.5 Water Admin = 7.5 Gen Admin = 26.5

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Hailey Roessler*
Employee Signature

X _____
Supervisor Signature

GenCorresp / Phone / Email / Inperson; HR / Payroll / Sick
 Accrual / Timesheets; Levy Limit Workshop 10-3-23.
 Park + Rec Comm Mtg Attendance / Prep / Wrap-Up / Minutes;
 Utility long range cash projections; Lic license; Clean Up Day
 BOT Mtg Prep; Fin Comm Mtg Prep / 2024 Budget; Checks
 Reports, Boo Bash / CommCtr / Volunteers / Staff, Ministry

Employee Timecard - Hourly Distribution Report

Item 2.

Report Date: 10/16/2023

10/09/2023 - 10/15/2023 [7 days]

Report Time: 8:51:09 AM

AD002 [ROESSLER, HAILEY]			
Employee ID	AD002	DEPT(G2)	AD
Pay Type	3	Last Name	ROESSLER
		Pay Policy	500
		First Name	HAILEY

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/09/2023 Mon	501 [TRW]	08:10AM	11:32AM	8.75	3.2500000	
	501 [TRW]	01:03PM	06:29PM		5.5000000	
10/10/2023 Tue	501 [TRW]	07:59AM	12:07PM	9.75	4.0000000	
	501 [TRW]	01:03PM	04:30PM		3.5000000	
	501 [TRW]	06:08PM	06:34PM		0.2500000	
	501 [TRW]	06:42PM*	08:51PM*		2.0000000	
10/11/2023 Wed	501 [TRW]	08:02AM	12:06PM	7.50	4.0000000	
	501 [TRW]	01:11PM	04:48PM*		3.5000000	
10/12/2023 Thu	501 [TRW]	08:01AM	11:12AM	6.75	3.2500000	
	501 [TRW]	11:46AM	12:33PM		0.7500000	
	501 [TRW]	01:42PM	04:35PM		2.7500000	
10/13/2023 Fri	501 [TRW]	08:07AM	12:00PM	4.00	4.0000000	

Summary - AD002 [ROESSLER, HAILEY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									3.25
3 [SICK]									7.00
6 [FH]									
7 [BREV]									
501 [TRW]	1[UNUSED]	36.75		36.75					
TOTALS		36.75		36.75					10.25

Gen Admin = 32.75 Sewer Admin = 2 Water Admin = 2

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Gen Corresp / Phone / Email / in person / Facebook / HR / Timesheets / Insurance / ETF; Fin Comm Mtg / Board Mtg Publish / Prep / Minutes / Posting / Saving / Wrap up Contract 2024 Budget Prep; Boo Bash / Volunteers / Staff Coord. 2022 Audit Follow Up; Portable; Forms Updates Utility Receipts / AP / AR

Employee Timecard - Hourly Distribution Report

Report Date: 10/09/2023

10/02/2023 - 10/08/2023 [7 days]

Report Time: 9:21:05 AM

PW003 [JOHNSON, HARRY]										
Employee ID		PW003		DEPT(G2)		FM		Pay Policy		401
Pay Type		1		Last Name		JOHNSON		First Name		HARRY

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/02/2023 Mon	101 [PAW]	08:22AM	01:44PM	5.50	5.500000	
10/03/2023 Tue	401 [STW]	08:22AM	01:07PM	4.75	4.750000	
10/04/2023 Wed	401 [STW]	08:12AM	12:47PM	4.50	4.500000	
10/05/2023 Thu	401 [STW]	08:17AM	01:28PM	5.25	5.250000	
10/06/2023 Fri	611 [FMW]	08:20AM	10:35AM	2.25	2.250000	

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
101 [PAW]	1[UNUSED]	5.50		5.50					
401 [STW]	1[UNUSED]	14.50		14.50					
611 [FMW]	1[UNUSED]	2.25		2.25					
TOTALS		22.25		22.25					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Harry Johnson*
Employee Signature

X *[Signature]*
Supervisor Signature

Mon 10/2 Mowed Home Talent field + mowed outfield, mowed Dog park
 Tues 10/3 Mowed cemetery, well #1, part of park, across across from church & across from lumber yard
 Wed 10/4 Mowed village shop lawn, next to Budget Mart + across from Budget Mart, mowed west end of Village
 Thurs Mowed volleyball area, part of park, along HHH fire station & RCC lawn
 Fri 10/6 Hung picture in library, sweep hallway, took out garbage

Employee Timecard - Hourly Distribution Report

Report Date: 10/16/2023

10/09/2023 - 10/15/2023 [7 days]

Report Time: 8:51:09 AM

PW003 [JOHNSON, HARRY]									
Employee ID	PW003	DEPT(G2)	FM	Pay Policy	401				
Pay Type	1	Last Name	JOHNSON	First Name	HARRY				

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/09/2023 Mon	101 [PAW]	08:17AM	11:28AM	3.25	3.2500000	
10/10/2023 Tue	401 [STW]	08:18AM	01:38PM	5.50	5.5000000	
10/11/2023 Wed	401 [STW] <i>Par</i>	08:22AM	01:24PM	5.25	5.2500000	
10/12/2023 Thu	611 [FMW]	08:19AM	12:23PM	4.25	4.2500000	
10/13/2023 Fri	611 [FMW]	08:21AM	11:35AM	3.25	3.2500000	

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
101 [PAW]	1[UNUSED] <i>8.5</i>	3.25		3.25					
401 [STW]	1[UNUSED] <i>5.5</i>	10.75		10.75					
611 [FMW]	1[UNUSED] <i>7.5</i>	7.50		7.50					
TOTALS		21.50		21.50					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Harry Johnson*
Employee Signature

X *[Signature]*
Supervisor Signature

Mon 10/9 Removed sod pills from cemetery, installed crates in UTV, Moved things to green shed from Village shop for seal coating

Tues 10/10 cleaned part of shop, mowed playground, small ball field, green shed & ditches along HHH

wed 10/11 Measured doors for park bathrooms, Mowed behind R.C.C, Moved Home talent field

Thurs 10/12 brought halloween things to R.C.C, removed doors from portable building

Fri 10/13 Moped floors at R.C.C, Took out garbage

Employee Timecard - Hourly Distribution Report

Item 2.

Report Date: 10/09/2023

10/02/2023 - 10/08/2023 [7 days]

Report Time: 9:21:05 AM

PW005 [PETERSON, DALE]			
Employee ID	PW005	DEPT(G2)	PW
Pay Type	3	Last Name	PETERSON
		Pay Policy	300
		First Name	DALE

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/02/2023 Mon	301 [SEW]	06:52AM	12:01PM		5.2500000	
	601 [WAW]	12:29PM	03:26PM	8.25	3.0000000	
10/03/2023 Tue	601 [WAW]	07:03AM	12:07PM		5.0000000	
	401 [STW]	12:20PM	03:28PM	8.25	3.2500000	
10/04/2023 Wed	301 [SEW]	06:27AM	02:26PM	8.00	8.0000000	
10/05/2023 Thu	301 [SEW]	06:28AM	03:30PM	9.00	9.0000000	
10/06/2023 Fri	301 [SEW]	06:27AM	02:08PM	7.75	6.5000000	1.2500000

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									32.50
3 [SICK]									8.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	28.75	1.25	30.00					
401 [STW]	1[UNUSED]	3.25		3.25					
601 [WAW]	1[UNUSED]	8.00		8.00					
TOTALS		40.00	1.25	41.25					48.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Dale Peterson Weekly Work Log 10-2-2023Monday 10-2-2023:

Daily Labs at WWTP 2 Hours

Brush pickup 2 Hours, troubleshot water fountain at park 1 Hour, Gathered costs etc for water main break on September 30 2 Hours, Installed new drain valve on air compressor at WWTP 1 Hour

Tuesday 9-26-2023:

Daily Labs at WWTP 2 Hours

Troubleshoot water fountain at park 2 Hours, Meeting with WRWA 2 Hours, Cleared sidewalk on Main St from overhanging tree limbs 2 Hours

Wednesday 9-27-2023:

Daily Labs at WWTP 2 Hours

Meter install at 203 Well St 1 Hour, Assisted Kruser Septic televising sewer main after ATC work and WWTP outfall 4 Hours

Thursday: 9-28-2023:

Daily Labs at WWTP 2 Hours

Preparing for DNR Sanitary Survey Tomorrow 2 Hours, Tree and brush removal along sewer main crossing 18/151 4.5 Hours

Friday 9-29-2023:

Daily Labs at WWTP 2 Hours

Sanitary Survey with DNR Water 4 Hours, Went over critical Survey issues with Hailey 2.5

Employee Timecard - Hourly Distribution Report

Report Date: 10/16/2023

10/09/2023 - 10/15/2023 [7 days]

Report Time: 8:51:09 AM

PW005 [PETERSON, DALE]			
Employee ID	PW005	DEPT(G2)	PW
Pay Type	3	Last Name	PETERSON
Pay Policy	300	First Name	DALE

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/09/2023 Mon	301 [SEW]	06:54AM	11:57AM		5.0000000	
	301 [SEW]	12:25PM	03:35PM	8.00	3.0000000	
10/10/2023 Tue	301 [SEW]	06:56AM	11:53AM		5.0000000	
	301 [SEW]	12:25PM	03:29PM		3.0000000	
	301 [SEW]	06:54PM	08:45PM	9.75	1.7500000	
10/11/2023 Wed	301 [SEW]	06:57AM	12:12PM		5.2500000	
	301 [SEW]	12:48PM	03:26PM	8.00	2.7500000	
10/12/2023 Thu	301 [SEW]	06:59AM	03:22PM	8.25	8.2500000	
10/13/2023 Fri	301 [SEW]	06:57AM	11:26AM	4.50	4.5000000	
10/15/2023 Sun	301 [SEW]	09:29AM	11:29AM*	2.00	1.5000000	0.5000000

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									32.50
3 [SICK]									8.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	40.00	0.50	40.50					
TOTALS		40.00	0.50	40.50					48.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____

Employee Signature

X  _____

Supervisor Signature

Dale Peterson Weekly Work Log 10-9-2023

Monday 10-9-2023:

Daily Labs at WWTP 2 Hours

Started formulating responses for DNR Water Sanitary Survey Issues 3 Hours, Completed and submitted Wastewater monthly report 3 Hours

Tuesday 10-10-2023:

Daily Labs at WWTP 2 Hours

Monitored Decanting of Sludge Holding tank 6 Hours

Wednesday 10-11-2023:

Daily Labs at WWTP 2 Hours

Decanted Sludge tank at WWTP 4 Hours, Locates for Cretney, Grove, Kirby and Jarvis streets 2 Hours

Thursday: 10-12-2023:

Daily Labs at WWTP 2 Hours

Supervised sludge hauling and pumped sludge to GeoTubes 6 Hours

Friday 10-13-2023:

Daily Labs at WWTP 2 Hours

Supervised sludge hauling 1.5 Hour, Fennimore Toured facilities 1 Hour

Sunday 10-15-2023:

Weekend Rounds 2 Hours

Employee Timecard - Hourly Distribution Report

Report Date: 10/09/2023

10/02/2023 - 10/08/2023 [7 days]

Report Time: 9:21:05 AM

SP003 [LOSBY, BRADEN]			
Employee ID	SP003	DEPT(G2)	ST
Pay Type	3	Last Name	LOSBY
		Pay Policy	400
		First Name	BRADEN

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/02/2023 Mon	401 [STW]	06:55AM	12:00PM		5.000000	
	401 [STW]	12:36PM	03:09PM	7.75	2.750000	
10/03/2023 Tue	401 [STW]	06:55AM	11:30AM		4.500000	
	401 [STW]	12:02PM	03:32PM		3.500000	
	401 [STW]	06:28PM	08:32PM	10.00	2.000000	
10/04/2023 Wed	403 [STS]				4.250000	
	401 [STW]	11:52AM	03:27PM	8.00	3.750000	
10/05/2023 Thu	401 [STW]	06:56AM	07:53AM		1.000000	
	401 [STW]	08:18AM	04:22PM	8.75	7.750000	
10/06/2023 Fri	401 [STW]	06:55AM	02:24PM	7.50	7.500000	
10/07/2023 Sat	601 [WAW]	10:23AM	12:23PM*	2.00	2.000000	
10/08/2023 Sun	301 [SEW]	09:49AM	11:49AM*	2.00	0.250000	1.750000

Summary - SP003 [LOSBY, BRADEN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									34.50
3 [SICK]					32.00		4.25		27.75
6 [FH]									8.00
301 [SEW]	1[UNUSED]	0.25	1.75	2.00					
401 [STW]	1[UNUSED]	37.75		37.75					
403 [STS]	1[UNUSED]	4.25		4.25					
601 [WAW]	1[UNUSED]	2.00		2.00					
TOTALS		44.25	1.75	46.00	32.00		4.25		70.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X BL

Employee Signature

X [Signature]

Supervisor Signature

Weekly Work Log October 2 – October 8 2023 **Braden Losby****Monday October 2 2023:**

Daily rounds. – 2 hours

Street sweeping. – 1 hour

Working on air compressor at wwtp. – 2 hours

Looking at leak on water fountain at park. – 1 hour

Brush pickup. – 2 hours

Tuesday October 3 2023:

Daily rounds. – 2 hours

Working on park drinking fountain. – 3 hours

Tree trimming. – 2 hours

Going over sanitary survey with rural water. – 1 hour

Wednesday October 4 2023:

Working with kruser to find possible leak on effluent lateral at the wwtp. – 2 hours

Emergency locate and testing amplifier for boo bash event. – 1 hour

Thursday October 5 2023:

Daily rounds. – 2 hours

Changing garbage at park. – 2 hours

Cutting down tree and brush hogging to access a manhole by highway. – 3 hours

Mowing at wwtp. – 1 hour

Friday October 6 2023:

Daily rounds. – 2 hours

Sanitary survey. – 3 hours

Getting shop ready for parking lot sealcoat. – 2 hours

Saturday October 7 2023:

Weekend rounds. – 2 hours

Sunday October 8 2023:

Weekend rounds. – 2 hours

Employee Timecard - Hourly Distribution Report

Item 2.

Report Date: 10/16/2023

10/09/2023 - 10/15/2023 [7 days]

Report Time: 8:51:09 AM

SP003 [LOSBY, BRADEN]			
Employee ID	SP003	DEPT(G2)	ST
Pay Type	3	Last Name	LOSBY
Pay Policy	400	First Name	BRADEN

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/09/2023 Mon	401 [STW]	06:55AM	11:50AM		4.7500000	
	401 [STW]	12:29PM	03:35PM	7.75	3.0000000	
10/10/2023 Tue	401 [STW]	06:55AM	11:52AM		4.7500000	
	401 [STW]	12:28PM	03:35PM		3.0000000	
	401 [STW]	06:53PM	08:51PM	9.50	1.7500000	
10/11/2023 Wed	401 [STW]	06:52AM	12:05PM		5.0000000	
	401 [STW]	12:40PM	03:31PM	7.75	2.7500000	
10/12/2023 Thu	401 [STW]	06:55AM	03:19PM	8.25	8.2500000	
10/13/2023 Fri	401 [STW]	06:55AM	11:41AM	4.75	4.7500000	
10/14/2023 Sat	301 [SEW]	08:28AM	10:28AM*	2.00	2.0000000	

Summary - SP003 [LOSBY, BRADEN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									34.50
3 [SICK]									27.75
6 [FH]									8.00
301 [SEW]	1[UNUSED]	2.00		2.00					
401 [STW]	1[UNUSED]	38.00		38.00					
TOTALS		40.00		40.00					70.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *BL*
Employee Signature

x *[Signature]*
Supervisor Signature

Weekly Work Log October 9 – October 15 2023 **Braden Losby****Monday October 9 2023:**

Daily rounds. – 2 hours

Prepping shop parking lot for sealcoat. – 2 hours

Working on wislr ratings. – 2 hours

Putting dishes in manholes to prevent rain water from getting in. – 2 hours

Tuesday October 10 2023:

Daily rounds. – 2 hours

Tree trimming by dog park. – 3 hours

Burning brush. – 3 hours

Board meeting. – 2 hours

Wednesday October 11 2023:

Daily rounds. – 2 hours

Going through trash at park. – 1 hour

MHTC locates. – 3 hours

Moving equipment back to shop. – 1 hour

Decanting sludge tank. – 1 hour

Thursday October 12 2023:

Daily rounds. – 2 hours

Menards run to order door for well 1. – 3 hours

Cleaning street gutters. – 1 hour

Finishing wisler ratings. – 2 hours

Friday October 13 2023:

Daily rounds. – 2 hours

Giving fenamore DPW a tour of the sewer plant and well 1. – 1 hour

Working on PA system for the boo bash event. – 1 hour

Getting tables ready for pancake breakfast. – 1 hour

Saturday October 14 2023:

Weekend rounds. – 2 hours

Sunday October 15 2023:

Dale did weekend rounds.

Employee Timecard - Hourly Distribution Report

Item 2.

Report Date: 10/23/2023

10/16/2023 - 10/22/2023 [7 days]

Report Time: 8:27:58 AM

PD011 [GORHAM, MICHAEL]					
Employee ID	PD011	DEPT(G2)	PD	Pay Policy	601
Pay Type	1	Last Name	GORHAM	First Name	MICHAEL

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/16/2023 Mon	205 [POP]	06:30PM*	01:00AM*	6.50	6.5000000	
10/17/2023 Tue	205 [POP]	04:30PM*	12:00AM*	7.50	7.5000000	
10/18/2023 Wed	205 [POP]	10:30AM*	04:45PM*		6.2500000	
	205 [POP]	08:00PM*	10:30PM*	8.75	2.5000000	
10/19/2023 Thu	205 [POP]	02:00PM*	12:00AM*	10.00	10.0000000	

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									65.00
3 [SICK]									151.00
6 [FH]									
205 [POP]	1[UNUSED]	32.75		32.75					
TOTALS		32.75		32.75					216.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - Hourly Distribution Report

Report Date: 10/30/2023

10/23/2023 - 10/29/2023 [7 days]


Report Time: 8:36:40 AM

PD011 [GORHAM, MICHAEL]					
Employee ID	PD011	DEPT(G2)	PD	Pay Policy	601
Pay Type	1	Last Name	GORHAM	First Name	MICHAEL

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/23/2023 Mon	205 [POP]	07:00PM*	01:30AM*	6.50	6.5000000	
10/24/2023 Tue	205 [POP]	08:30PM*	10:30PM*		2.0000000	
	204 [POV]			10.00	8.0000000	
10/25/2023 Wed	205 [POP]	02:30PM*	01:00AM*	10.50	10.5000000	
10/27/2023 Fri	205 [POP]	06:30PM*	02:00AM*	7.50	7.5000000	
10/29/2023 Sun	208 [PADJ]			4.75	4.7500000	

Summary - PD011 [GORHAM, MICHAEL]										
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual					
					Prior Bal	Adjust	Used	Earned	Available	
2 [VACA]					65.00			8.00		57.00
3 [SICK]										151.00
6 [FH]										
204 [POV]	1[UNUSED]	8.00		8.00						
205 [POP]	1[UNUSED]	26.50		26.50						
208 [PADJ]	1[UNUSED]	4.75		4.75						
TOTALS		39.25		39.25	65.00			8.00		208.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
 Employee Signature

X _____
 Supervisor Signature

Notes Remove 3 Hours Vacation 10-24-2023
 Adclod - Patrol - Work 1030 A.M. - 2359 P.M 10-29
 12:00 a.m
 Reprinted →

Employee Timecard - Hourly Distribution Report

Report Date: 11/03/2023

10/23/2023 - 10/29/2023 [7 days]

Report Time: 11:50:43 AM

PD011 [GORHAM, MICHAEL]					
Employee ID	PD011	DEPT(G2)	PD	Pay Policy	601
Pay Type	1	Last Name	GORHAM	First Name	MICHAEL

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/23/2023 Mon	205 [POP]	07:00PM*	01:30AM*	6.50	6.5000000	
10/24/2023 Tue	205 [POP]	08:30PM*	10:30PM*	2.00	2.0000000	
10/25/2023 Wed	205 [POP]	02:30PM*	01:00AM*	10.50	10.5000000	
10/27/2023 Fri	205 [POP]	06:30PM*	02:00AM*	7.50	7.5000000	
10/29/2023 Sun	205 [POP]	10:30AM*	12:00AM*		13.5000000	
	208 [PADJ]			12.75	-0.7500000	

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									65.00
3 [SICK]									151.00
6 [FH]									
205 [POP]	1[UNUSED]	40.00		40.00					
208 [PADJ]	1[UNUSED]	-0.75		-0.75					
TOTALS		39.25		39.25					216.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - Hourly Distribution Report

Report Date: 10/23/2023

10/16/2023 - 10/22/2023 [7 days]

Report Time: 8:27:58 AM

AD002 [ROESSLER, HAILEY]					
Employee ID	AD002	DEPT(G2)	AD	Pay Policy	500
Pay Type	3	Last Name	ROESSLER	First Name	HAILEY

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/16/2023 Mon	501 [TRW]	08:00AM	12:29PM		4.5000000	
	501 [TRW]	01:56PM	04:36PM	7.00	2.5000000	
10/17/2023 Tue	501 [TRW]	07:58AM	12:03PM		4.0000000	
	501 [TRW]	12:57PM	04:28PM	7.50	3.5000000	
10/18/2023 Wed	501 [TRW]	08:14AM	12:46PM		4.5000000	
	501 [TRW]	01:49PM	04:33PM	7.25	2.7500000	
10/19/2023 Thu	501 [TRW]	08:00AM	12:04PM		4.0000000	
	501 [TRW]	12:45PM	04:28PM	7.75	3.7500000	
10/20/2023 Fri	501 [TRW]	08:01AM	11:55AM	4.00	4.0000000	

Summary - AD002 [ROESSLER, HAILEY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									3.25
3 [SICK]									7.00
6 [FH]									
7 [BREV]									
501 [TRW]	1[UNUSED]	33.50		33.50					
TOTALS		33.50		33.50					10.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x _____
Supervisor Signature

2024 Budget Prep. Gen Corresp /AP/AR/Facebook
SOP, Updates, Record Retention, Filing, Cleaning
Boo Bash Prep, TID /TIF, Clean Up Day Recs,
Utility Act, FMP

Employee Timecard - Hourly Distribution Report

Report Date: 10/30/2023

10/23/2023 - 10/29/2023 [7 days]

Report Time: 8:49:37 AM

AD002 [ROESSLER, HAILEY]

Employee ID	AD002	DEPT(G2)	AD	Pay Policy	500
Pay Type	3	Last Name	ROESSLER	First Name	HAILEY

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/23/2023 Mon	501 [TRW]	08:00AM	12:13PM	8.00	4.2500000	
	501 [TRW]	12:46PM	04:27PM		3.7500000	
10/24/2023 Tue	503 [TRS]			10.50	4.0000000	
	501 [TRW]	07:57AM	01:29PM		5.5000000	
	501 [TRW]	03:45PM	04:42PM		1.0000000	
10/25/2023 Wed	501 [TRW]	08:04AM	01:37PM	8.75	5.5000000	
	501 [TRW]	02:21PM	04:35PM		2.2500000	
	501 [TRW]	05:29PM	06:36PM		1.0000000	
10/26/2023 Thu	501 [TRW]	08:00AM*	01:39PM	8.50	5.7500000	
	501 [TRW]	02:12PM	05:02PM		2.7500000	
10/27/2023 Fri	501 [TRW]	07:58AM	12:30PM*	4.50	4.5000000	

Summary - AD002 [ROESSLER, HAILEY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									3.25
3 [SICK]					7.00		4.00		3.00
6 [FH]									
7 [BREV]									
501 [TRW]	1[UNUSED]	36.25		36.25					
503 [TRS]	1[UNUSED]	4.00		4.00					
TOTALS		40.25		40.25	7.00		4.00		6.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Communications / Postings / Prep Accounts

Employee Timecard - Hourly Distribution Report

Report Date: 10/23/2023

10/16/2023 - 10/22/2023 [7 days]

Report Time: 8:27:58 AM

PW003 [JOHNSON, HARRY]					
Employee ID	PW003	DEPT(G2)	FM	Pay Policy	401
Pay Type	1	Last Name	JOHNSON	First Name	HARRY

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/16/2023 Mon	101 [PAW]	08:22AM	12:45PM	4.50	4.500000	
10/17/2023 Tue	401 [STW]	08:17AM	12:32PM	4.25	4.250000	
10/18/2023 Wed	401 [STW]	08:26AM	01:01PM	4.50	4.500000	
10/19/2023 Thu	401 [STW]	08:17AM	12:43PM	4.50	4.500000	
10/20/2023 Fri	611 [FMW]	08:20AM	12:51PM	4.50	4.500000	

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
101 [PAW]	1[UNUSED]	4.50		4.50					
401 [STW]	1[UNUSED]	13.25		13.25					
611 [FMW]	1[UNUSED]	4.50		4.50					
TOTALS		22.25		22.25					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *[Signature]*
Supervisor Signature

Mon 10/16 put tables chairs back in storage room
 Worked on doors for park bath rooms
 Tues 10/17 cleared junk from side of shop + rec'd storage room
 for clean up days
 Wed 10/18 put door on Mens bath room at park, Moved RCL
 for table, lots across from badge mat, shop lawn
 Thurs 10/19 Moved Volley ball area, across from Chuck &
 lumber yard, Moved along HHH, took other door to park
 Fri 10/20 Moved file cabinet from upstairs, took down flags
 at ball park, finished moving along HHH, Moved fire station

Employee Timecard - Hourly Distribution Report

Item 2.

Report Date: 10/30/2023

10/23/2023 - 10/29/2023 [7 days]

Report Time: 8:36:40 AM

PW003 [JOHNSON, HARRY]									
Employee ID	PW003	DEPT(G2)	FM	Pay Policy	401				
Pay Type	1	Last Name	JOHNSON	First Name	HARRY				

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/23/2023 Mon	401 [STW]	08:20AM	12:55PM	4.75	4.7500000	
10/24/2023 Tue	101 [PAW]	08:15AM	01:13PM	5.00	5.0000000	
10/25/2023 Wed	101 [PAW]	07:47AM	11:34AM	3.75	3.7500000	
10/26/2023 Thu	101 [PAW]	08:02AM	12:03PM	4.00	4.0000000	
10/27/2023 Fri	611 [FMW]	08:05AM	12:20PM	4.25	4.2500000	

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
101 [PAW]	1[UNUSED]	12.75		12.75					
401 [STW]	1[UNUSED]	4.75		4.75					
611 [FMW]	1[UNUSED]	4.25		4.25					
TOTALS		21.75		21.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Harry Johnson
Employee Signature

X [Signature]
Supervisor Signature

Mon 10/23 checked/painted at both ends of Village, finished door on womens part bath rooms, caulked window in lobby
 Tues 10/24 clean part bath rooms, drained concession stand hot water heater, moved corner of 15-15 1/4 HHH, moved dog park
 wed 10/25 waited for plumber, put trash cans away at park
 Put soccer nets away (in white shed) took out garbage at shop
 Thurs 10/26 winterize part bath rooms + concession stand
 got things ready for Boo-Bash
 Fri 10/27 Moved paper food from concession stand to RCC
 Emptied garbage at RCC

Employee Timecard - Hourly Distribution Report

Report Date: 10/23/2023

10/16/2023 - 10/22/2023 [7 days]

Report Time: 8:27:58 AM

PW005 [PETERSON, DALE]					
Employee ID	PW005	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	PETERSON	First Name	DALE

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/16/2023 Mon	601 [WAW]	06:55AM	03:23PM	8.50	8.500000	
10/17/2023 Tue	301 [SEW]	06:30AM	03:18PM	8.75	8.750000	
10/18/2023 Wed	301 [SEW]	06:30AM*	03:14PM	8.75	8.750000	
10/19/2023 Thu	601 [WAW]	06:42AM	03:11PM	8.50	8.500000	
10/20/2023 Fri	604 [WAV]				2.750000	
	304 [SEV]			5.50	2.750000	

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					32.50		5.50		27.00
3 [SICK]									8.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	17.50		17.50					
304 [SEV]	1[UNUSED]	2.75		2.75					
601 [WAW]	1[UNUSED]	17.00		17.00					
604 [WAV]	1[UNUSED]	2.75		2.75					
TOTALS		40.00		40.00	32.50		5.50		43.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x _____
Supervisor Signature

Dale Peterson Weekly Work Log 10-16-2023Monday 10-16-2023:

Daily Labs at WWTP 2 Hours

Started making security repairs at Well 1 found during the DNR Sanitary Survey 5 Hours, Supervised hauling of sludge and pumped sludge at WWTP 1 Hour.

Tuesday 10-17-2023:

Daily Rounds at WWTP 2 Hours

Investigated water quality issue @ 225 Main, no issues found left vmail for homeowner 2 Hours, Investigated curb box that was struck by drill rig no issues found 2 Hours, Pumped sludge at WWTP and supervised hauling out of sludge 3 Hours.

Wednesday 10-18-2023:

Daily Labs at WWTP 2 Hours

Pumped sludge and supervised sludge hauling at WWTP 3 Hours, Traveled to Menards to pick up new exterior door to replace broken door at Well 1 2 Hours, Started new locates for MHTC project 1.5 Hours

Thursday: 10-19-2023:

Daily Labs at WWTP 2 Hours

Locates at Grove, Cretney, Jarvis and Kirby 3 Hours, Water meter install 1 Hour, Sludge pumping at WWTP 2 Hours.

Friday 10-20-2023:

8 Hours Vacation

Employee Timecard - Hourly Distribution Report

Report Date: 10/30/2023

10/23/2023 - 10/29/2023 [7 days]

Report Time: 8:36:40 AM

PW005 [PETERSON, DALE]					
Employee ID	PW005	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	PETERSON	First Name	DALE

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/23/2023 Mon	301 [SEW]	06:54AM	11:48AM		4.7500000	
	301 [SEW]	12:20PM*	03:29PM	8.00	3.2500000	
10/24/2023 Tue	604 [WAV]			8.00	8.0000000	
10/25/2023 Wed	304 [SEV]			8.00	8.0000000	
10/26/2023 Thu	301 [SEW]	06:31AM	03:27PM	9.00	9.0000000	
10/27/2023 Fri	301 [SEW]	06:30AM	01:59PM	7.50	7.5000000	

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					27.00		16.00		11.00
3 [SICK]									8.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	24.50		24.50					
304 [SEV]	1[UNUSED]	8.00		8.00					
604 [WAV]	1[UNUSED]	8.00		8.00					
TOTALS		40.50		40.50	27.00		16.00		27.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Dale Peterson Weekly Work Log 10-23-2023

Monday 10-23-2023:

Daily Labs at WWTP 2 Hours

Pumped sludge and working on cleaning and repairing sludge tank 6 Hours

Tuesday 10-24-2023:

Vacation 8 Hours

Wednesday 10-25-2023:

Vacation 8 Hours

Thursday: 10-26-2023:

Daily Labs at WWTP 2 Hours

Worked on response to DNR Sanitary Survey report 3 Hours, Emptying sludge tank and pumping sludge 4 Hours.

Friday 10-27-2023:

Daily Labs at WWTP 2 Hours

Assist in cleaning out concession stand 1 Hours, Water meter reads 3 Hours, Cleaning out sludge tank and removing repair clamp on air supply line 1.5 Hours.

Employee Timecard - Hourly Distribution Report

Report Date: 10/23/2023

10/16/2023 - 10/22/2023 [7 days]

Report Time: 8:27:58 AM

SP003 [LOSBY, BRADEN]			
Employee ID	SP003	DEPT(G2)	ST
Pay Type	3	Last Name	LOSBY
Pay Policy	400	First Name	BRADEN

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/16/2023 Mon	301 [SEW]	06:54AM	11:58AM		5.0000000	
	401 [STW]	12:30PM	03:25PM	8.00	3.0000000	
10/17/2023 Tue	301 [SEW]	06:54AM	12:01PM		5.0000000	
	401 [STW]	12:28PM	03:21PM	7.75	2.7500000	
10/18/2023 Wed	301 [SEW]	07:01AM	12:00PM		5.0000000	
	401 [STW]	12:30PM*	03:16PM*	7.75	2.7500000	
10/19/2023 Thu	301 [SEW]	06:57AM	12:00PM		5.0000000	
	401 [STW]	12:13PM	03:33PM	8.25	3.2500000	
10/20/2023 Fri	301 [SEW]	06:54AM	12:01PM		5.0000000	
	401 [STW]	12:27PM	02:10PM*	6.75	1.7500000	
10/21/2023 Sat	601 [WAW]	09:26AM	11:26AM*	2.00	1.5000000	0.5000000
10/22/2023 Sun	301 [SEW]	09:33AM	11:33AM*	2.00		2.0000000

Summary - SP003 [LOSBY, BRADEN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									34.50
3 [SICK]									27.75
6 [FH]									8.00
301 [SEW]	1[UNUSED]	25.00	2.00	27.00					
401 [STW]	1[UNUSED]	13.50		13.50					
601 [WAW]	1[UNUSED]	1.50	0.50	2.00					
TOTALS		40.00	2.50	42.50					70.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X BL
Employee Signature

X [Signature]
Supervisor Signature

Weekly Work Log October 16 – October 23 2023 Braden Losby

Monday October 16 2023:

Waste water class. – 8 hours

Tuesday October 17 2023:

Waste water class. – 8 hours

Wednesday October 18 2023:

Waste water class. – 8 hours

Thursday October 19 2023:

Waste water class. – 8 hours

Friday October 20 2023:

Waste water class. – 7 hours

Saturday October 21 2023:

Weekend rounds. – 2 hours

Sunday October 23 2023:

Weekend rounds. – 2 hours

Employee Timecard - Hourly Distribution Report

Report Date: 10/30/2023

10/23/2023 - 10/29/2023 [7 days]

Report Time: 8:36:40 AM

SP003 [LOSBY, BRADEN]			
Employee ID	SP003	DEPT(G2)	ST
Pay Type	3	Last Name	LOSBY
Pay Policy	400	First Name	BRADEN

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/23/2023 Mon	401 [STW]	06:55AM	09:30AM	2.50	2.5000000	
10/24/2023 Tue	404 [STV]				4.2500000	
	401 [STW]	06:55AM	10:46AM	8.00	3.7500000	
10/25/2023 Wed	401 [STW]	06:59AM	11:12AM		4.2500000	
	401 [STW]	11:48AM	03:28PM	8.00	3.7500000	
10/26/2023 Thu	401 [STW]	06:57AM	12:04PM		5.0000000	
	401 [STW]	12:37PM	03:27PM	8.00	3.0000000	
10/27/2023 Fri	7 [BREV]			8.00	8.0000000	
10/28/2023 Sat	601 [WAW]	09:46AM	11:46AM*	2.00	2.0000000	
10/29/2023 Sun	301 [SEW]	09:54AM	11:54AM*	2.00	2.0000000	

Summary - SP003 [LOSBY, BRADEN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					34.50		4.25		30.25
3 [SICK]									27.75
6 [FH]									8.00
7 [BREV]	1[UNUSED]	8.00		8.00		8.00	8.00		
301 [SEW]	1[UNUSED]	2.00		2.00					
401 [STW]	1[UNUSED]	22.25		22.25					
404 [STV]	1[UNUSED]	4.25		4.25					
601 [WAW]	1[UNUSED]	2.00		2.00					
TOTALS		38.50		38.50	34.50	8.00	12.25		66.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X BL
Employee Signature

X [Signature]
Supervisor Signature

Weekly Work Log October 23 – October 29 2023

Braden Losby

Monday October 23 2023:

Daily rounds. – 2 hours

Tuesday October 24 2023:

Daily rounds. – 2 hours

Working on putting trash cans away at park. – 2 hours

Wednesday October 25 2023:

Daily rounds. – 2 hours

Cleaning up park shelter. – 2 hours

Street sweeping. – 4 hours

Thursday October 26 2023:

Daily rounds. – 2 hours

Winterizing park shelter and bathrooms. – 4 hours

Draining portable water tank. – 1 hour

Working on filling out DNR test application. – 1 hour

Friday October 27 2023:

Out for the day

Saturday October 28 2023:

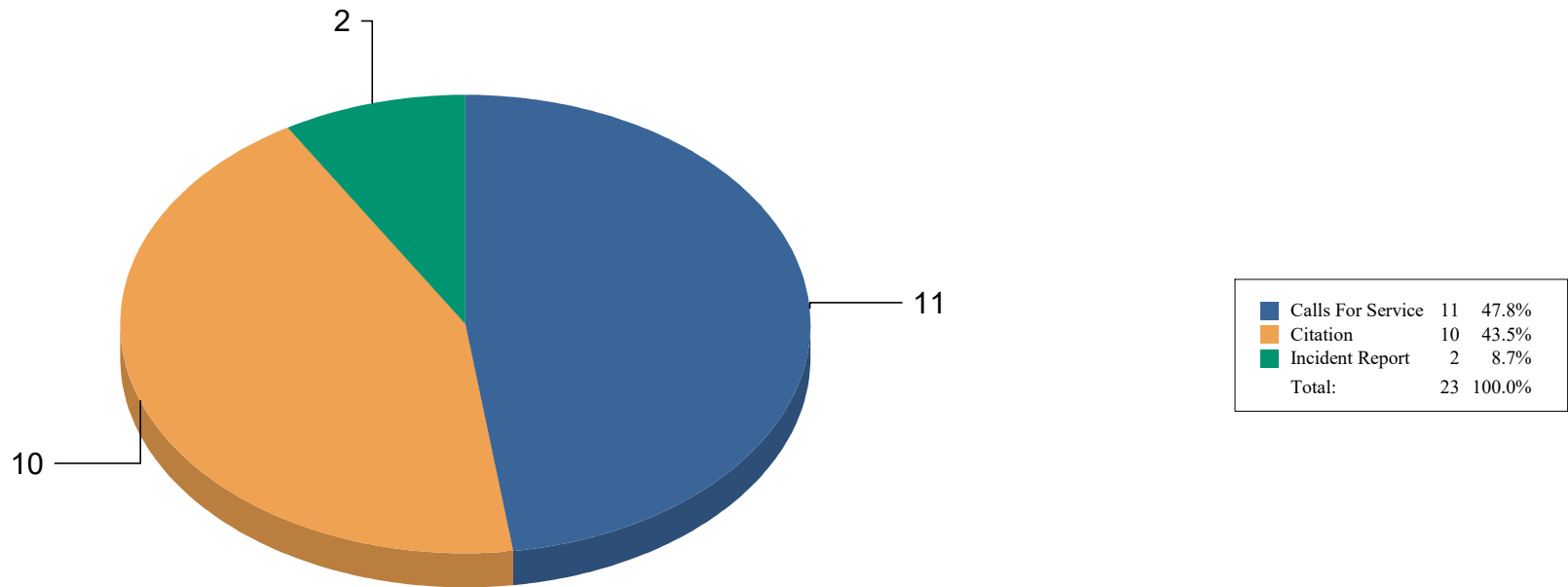
Weekend rounds. – 2 hours

Sunday October 29 2023:

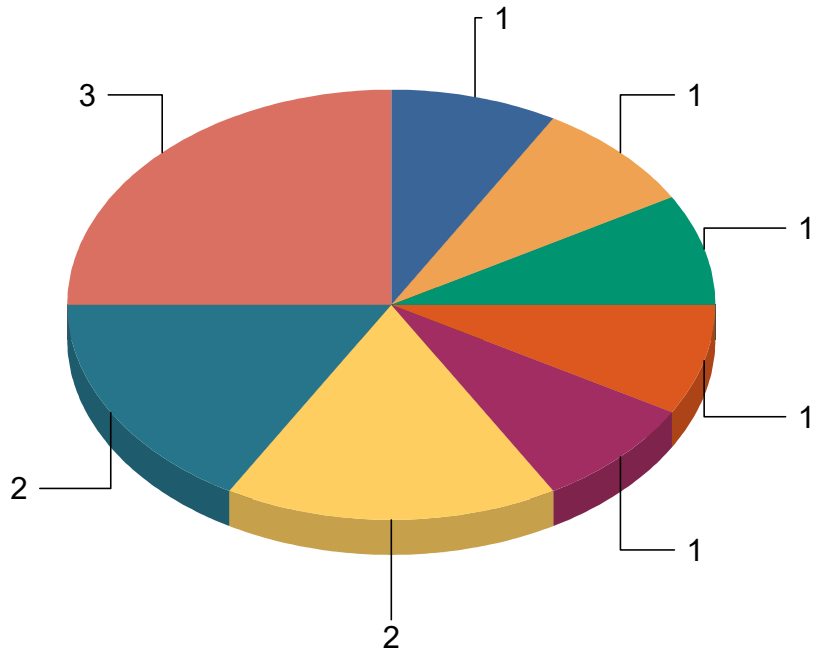
Weekend rounds. – 2 hours

Statistics from: 10/1/2023 12:00:00AM to 10/31/2023 11:59:00PM

Count of Reports Completed



Count of Incident Types



MISCELLANEOUS REGISTRATION VIOLATIONS	1	8.33%
NON REGISTRATION - UNREGISRTE VEHICLE	1	8.33%
OPERATING WHILE SUSPENED	1	8.33%
PARKING	1	8.33%
TRAFFIC OFFENNSE	1	8.33%
EQUIPMENT VIOLATIONS	2	16.7%
UNLICENSED DOG	2	16.7%
SPEEDING	3	25.0%
Total:	12	100.0%

8.33% # of Reports: 1 Citation MISCELLANEOUS REGISTRATION VIOLATIONS

8.33% # of Reports: 1 Citation NON REGISTRATION - UNREGISRTE VEHICLE

8.33% # of Reports: 1 Citation OPERATING WHILE SUSPENED

8.33% # of Reports: 1 Citation PARKING

Item 2.

8.33% # of Reports: 1 Citation TRAFFIC OFFENSE

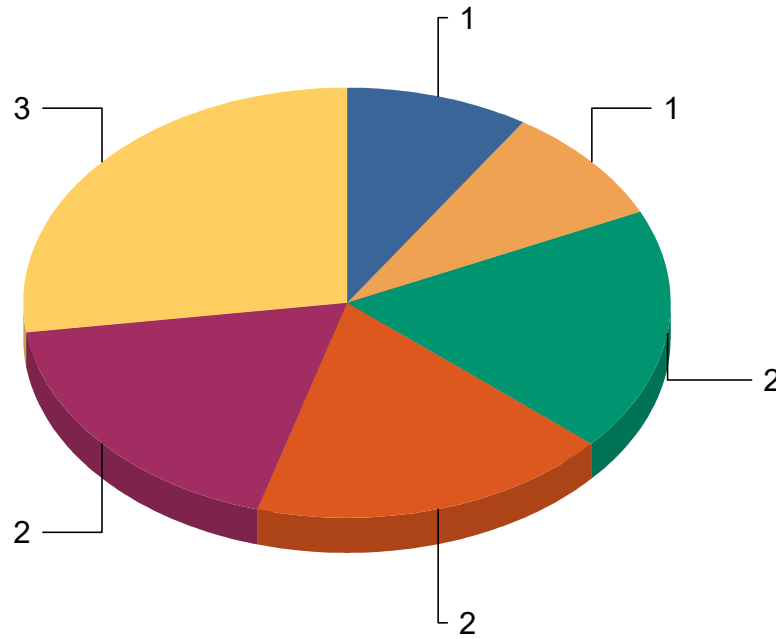
16.67% # of Reports: 2 Citation EQUIPMENT VIOLATIONS

16.67% # of Reports: 2 Citation UNLICENSED DOG

25.00% # of Reports: 3 Citation SPEEDING

Grand Total: 100.00% Total # of Incident Types Reported: 12 Total # of Reports: 10

Count of Incident Types



TRAFFIC STOP	1	9.1%
TRAFFIC WELFARE CHECK	1	9.1%
ASSIST FIRE/EMS	2	18.2%
ASSIST ICSSO	2	18.2%
TRAFFIC COMPLAINT CITIZEN COMP	2	18.2%
ASSIST CITIZEN	3	27.3%
Total:	11	100.0%

9.09% # of Reports: 1 Calls For Service TRAFFIC STOP

9.09% # of Reports: 1 Calls For Service TRAFFIC WELFARE CHECK

18.18% # of Reports: 2 Calls For Service ASSIST FIRE/EMS

18.18% # of Reports: 2 Calls For Service ASSIST ICSO

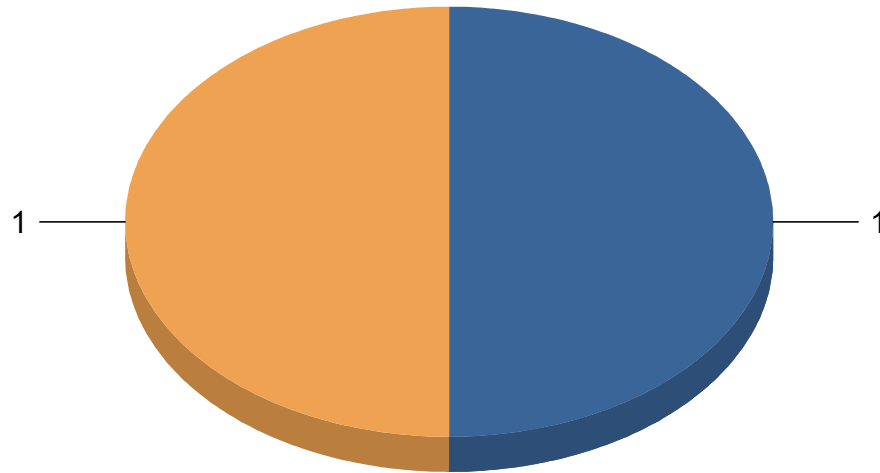
Item 2.

18.18% # of Reports: 2 Calls For Service TRAFFIC COMPLAINT CITIZEN COMP

27.27% # of Reports: 3 Calls For Service ASSIST CITIZEN

Grand Total: 100.00% Total # of Incident Types Reported: 11 Total # of Reports: 11

Count of Incident Types



ASSIST OTHER LAW ENFORCEMENT AGENCY : ASSIST IOWA COUNTY SHERIFF	1	50.0%
CRIMES : DEATH INVESTIGATION	1	50.0%
Total:	2	100.0%

50.00% # of Reports: 1 Incident Report ASSIST OTHER LAW ENFORCEMENT AGENCY : ASSIST IOWA COUNTY SHERIFF

50.00% # of Reports: 1 Incident Report CRIMES : DEATH INVESTIGATION

Grand Total: 100.00% Total # of Incident Types Reported: 2 Total # of Reports: 2

Grand Total: 100.00% Total # of Incident Types Reported: 25

Account Number: 1146949

Anniversary Date: January 1, 2024



RECEIVED
OCT 27 2023
Village of Ridgeway

October 20, 2023 904832

Village of Ridgeway
ATTN: Hailey Roessler
208 Jarvis Street, Ste A
Ridgeway, WI 53582

BAER INSURANCE SERVICES LLC
9701 BRADER WAY STE 100
MIDDLETON, WI 53562-9201

As you approach your upcoming renewal with Principal Life Insurance Company, we would like to thank you for your continued business over the past year. Our goal is to offer competitive benefit solutions supported with exceptional service. Your business is very important to us and we look forward to supporting your business needs in the coming years!

Your renewal

Your renewal rates are on the following pages. Your coverage will renew on your policy anniversary date (January 1, 2024).

Help your renewal go smoothly by reviewing this checklist: principal.com/groupinsurancerenewal

How to renew your coverage

To renew coverage, please notify your agent and your payment of the premium due is your acceptance of the rates. We look forward to continuing our relationship with you.

Available discounts

You may be able to take advantage of the Principal Life **Multiple Product Discount** when you're paying for at least three qualifying coverages. A strong and competitive benefit offering will help you retain excellent employees.

Contact Us

If you have questions about this renewal or explore alternate benefit designs, contact your broker or local Principal Life Insurance Company sales office at 630-874-0096.

Sincerely,

Group Benefits Underwriting
Specialty Benefits Division



Insurance issued by Principal Life Insurance Company®, Des Moines, IA 50392

GP61123-19

1
100 000000 0000000000000022936090207004010 0005435 001 of 002

08/2023

45

Account Number: 1146949

Anniversary Date: January 1, 2024

Renewal rates
Effective January 1, 2024

Group term life - rates are expressed as per \$1,000

ALL MEMBERS				
Volume Lives	Current rate	Current monthly premium	Renewal rate	Renewal monthly premium
\$217,000 5	\$0.354	\$76.82	\$0.354	\$76.82
Renewal rates are guaranteed through December 31, 2024.				
Your rates aren't changing.				

Accidental Death & Dismemberment - rates are expressed as per \$1,000

Active members only				
Volume Lives	Current rate	Current monthly premium	Renewal rate	Renewal monthly premium
\$217,000 5	\$0.025	\$5.43	\$0.025	\$5.43
Renewal rates are guaranteed through December 31, 2024.				
Your rates aren't changing.				

Short term disability - rates are expressed as a per \$10

ALL MEMBERS					
Age range	Current rate	Renewal rate	Volume / Lives	Current monthly premium	Renewal monthly premium
0 - 24	\$0.21	\$0.21			
25 - 29	\$0.86	\$0.86			
30 - 34	\$0.68	\$0.68			
35 - 39	\$0.79	\$0.79			
40 - 44	\$0.65	\$0.65			
45 - 49	\$0.77	\$0.77			
50 - 54	\$0.96	\$0.96			
55 - 59	\$0.61	\$0.61			
60 - 64	\$0.72	\$0.72			
65 - 69	\$0.81	\$0.81			
70 & over	\$0.86	\$0.86			
Total			\$2,630 / 5	\$177.46	\$177.46
Renewal rates are guaranteed through December 31, 2024.					
Your rates aren't changing.					



Insurance issued by Principal Life Insurance Company®, Des Moines, IA 50392



RIDGEWAY

BOARD OF TRUSTEES MEETING MINUTES

October 10, 2023 at 7:00 PM

Ridgeway Community Center - Room 101/102 208 Jarvis Street, Ridgeway, WI 53582

CALL TO ORDER AND ROLL CALL

Meeting called to order by Chair Casper at 7:00 pm.

PRESENT: President Michele Casper, Trustee Cindy Niehaus, Trustee Kellee Venden, Trustee Ruth Nevins, Trustee Rick Short, Trustee Julene Garner, Trustee Steve Vosberg, Dale Peterson-Director of Public Works, Braden Losby -Streets and Parks Superintendent, Marshal Michael Gorham, Hailey Roessler-Clerk/Treasurer

CONFIRMATION OF OPEN MEETING

Roessler indicated this was a properly noticed meeting posted on October 9, 2023, at the Ridgeway Community Center, and the Village website with notification sent via email/text to subscribers.

PLEDGE OF ALLEGIANCE

The pledge was recited.

PUBLIC COMMENT

There was no one wishing to speak.

CONSENT AGENDA

Motion by Vosberg, Seconded by Venden, to adopt the consent agenda as presented. Motion carried.

1. Minutes to be Adopted: Regular Board Meeting 09/12/2023; Finance Committee Meeting 09/15/2023
2. ACH Payments and General Fund Disbursements
3. Adoption of Agenda

ANNOUNCEMENTS, DEPARTMENT REPORTS, AND CORRESPONDENCE

4. Announcements

Vosberg announced that the Ridgeway Fire Department Pancake breakfast is this Sunday, October 15. Casper announced that it was the last farm market of the season and the vendors would be handing out candy to the kids that day as well so everyone could make a great day of it.

Casper announced that the Utility Clerk/Deputy Clerk was reposted today and the job remains open as the last selected candidate did not accept the position.

Park and Recreation Commission will be decorating Friday, October 27 at 5pm. The Boo Bash event will be Sunday, October 29.

5. Department Reports

Received and filed.

6. Correspondence

ITEMS FOR CONSIDERATION AND ACTION

7. Liquor License Application - 623 Main Street

Sara Brewer was present to discuss her business plans for Brewskees on the Ridge. She is in the process of getting everything together for a soft opening on November 4 and a real estate closing date of October 17.

Motion by Short, Seconded by Niehaus, to approve the liquor and beer license for Sara Brewer to be issued upon proof of control of the property at 623 Main Street. Motion carried.

8. 2023-2024 Park Improvements - DNR LWCF and Vibrant Spaces Grants

Trustees discussed the contract and bid parameters for the bid set.

Motion by Nevins, Seconded by Venden, to accept the contract with DNR LWCF for Grant #55-01946 in the amount of \$177,300. Motion carried.

Motion by Niehaus, Seconded by Short, to authorize Parkitecture to distribute the bid plans and specifications for return by December 1st, 2023 and a substantial completion date of June 1, 2024. Motion carried.

9. Village Green/Veterans Memorial/Vibrant Spaces Grant

Garner presented selected plants and bricks for the veteran memorial space on the village green. Options were discussed amongst trustees.

Motion by Venden, Seconded by Niehaus, to accept the plan provided by the Bruce Company. Motion carried.

10. Sludge Hauling to Fennimore and Recovery of Costs from Monticello
Peterson presented options for sludge removal and cost recovery from Monticello.
Motion by Vosberg, Seconded by Venden, to invoice Monticello for \$13,726.70 and haul sludge via CK Septic to Fennimore for \$0.19/gallon/\$10,970. Motion carried.
11. Parking at the Community Center
Public Works will measure out the possibility for angled parking in front of the Ridgeway Community Center.
12. Portable - 208 Jarvis Street
Motion by Garner, Seconded by Nevins, to issue a waiver of the contract with Nathan Mattison due to failure to remove in 60 days, failure to obtain necessary permits for removal, and issue a refund of the \$100 paid. Motion carried.
Motion by Nevins, Seconded by Garner, for Public Works to get quotes to demolish and remove the portable as soon as possible. Motion carried.
13. 2024 Iowa County Humane Society Contract
Motion by Venden, Seconded by Short, to approve the 2024 contract with the Iowa County Humane Society and pay the upfront cost of \$500 in January 2024. Motion carried.
14. 2024 Skid Steer Lease
Motion by Vosberg, Seconded by Garner, to authorize up to \$5,100 for 2024 skid steer lease with Kalscheur Implement. Motion carried.
15. ACH Authorization for EIF/DOA Loan Payments
Motion by Niehaus, Seconded by Venden, to authorize the EIF and DOA loan payments to be processed via ACH. Motion carried.
16. December Board Meeting Date
Motion by Short, Seconded by Garner, to move the December Board Meeting to Tuesday, December 5 at 7:00 pm. Motion carried.
17. Wisconsin Retirement System(WRS)
Motion by Niehaus, Seconded by Vosberg, to adopt Resolution of Inclusion Under the Wisconsin Retirement System. Motion carried.
Motion by Niehaus, Seconded by Vosberg, all current and future eligible employees will participate effective January 1, 2023 and will not be offering retroactive contributions. Motion carried.
18. Health Insurance Renewal
Motion by Vosberg, Seconded by Nevins, to stay with the current Dean Insurance Health Plan for December 2023-November 2024. Motion carried.
19. 2023-10 General Fund Budget Amendment

Motion by Short, Seconded by Vosberg, to adopt Resolution 2023-10 General Fund Budget Amendment. Motion carried.

20. 620 Main Street Variance

Trustees discussed possible variances at 620 Main Street. Casper will work with owners and Jewell to survey and bring the certified survey map and potential variances to the plan commission.

21. Convene in closed session pursuant to State Statute 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Motion by Venden, Seconded by Garner, to convene in closed session pursuant to State Statute 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Motion carried.

ADJOURNMENT

Motion by Venden, Seconded by Niehaus, to adjourn at 9:15 pm. Motion carried.



RIDGWAY

FINANCE COMMITTEE MEETING MINUTES

October 09, 2023 at 4:30 PM

Ridgeway Community Center - Room 101/102 208 Jarvis Street, Ridgeway, WI 53582

CALL TO ORDER AND ROLL CALL

Meeting called to order by Chair Casper at 4:37 pm.

PRESENT: Michele Casper, Kellee Venden, Steve Vosberg, Hailey Roessler-Clerk/Treasurer (left the meeting at 6:25 pm), Michael Gorham-Marshal (5:45 pm arrival)

CONFIRMATION OF OPEN MEETING

Roessler confirmed the meeting complied with open meeting requirements.

MEETING AGENDA

Agenda was approved by unanimous consent.

ITEMS FOR CONSIDERATION AND ACTION

1. 2024 Budget

Casper updated the committee on recent discussions regarding employees and WRS. Committee members discussed retirement, insurance, and 2024 Budget options.

2. Convene in closed session pursuant to State Statute 19.85(1) (c) considering employment promotion, compensation, or performance evaluation data of any public employee over which the government body has jurisdiction

Motion by Venden, Seconded by Vosberg, to convene in closed session pursuant to State Statute 19.85(1) (c) considering employment promotion, compensation, or performance evaluation data of any public employee over which the government body has jurisdiction. Motion carried.

ADJOURNMENT

Motion by Venden, Seconded by Vosberg, to adjourn at 7:45 pm. Motion carried.



RIDGEWAY

FINANCE COMMITTEE MEETING MINUTES

November 06, 2023 at 4:30 PM

Ridgeway Community Center - Room 101/102 208 Jarvis Street, Ridgeway, WI 53582

CALL TO ORDER AND ROLL CALL

Meeting called to order by Chair Casper at 4:30 pm.

PRESENT: Chair Michele Casper, Trustee Kellee Venden, Trustee Steve Vosberg. Also present Jon Cameron, Ehler's.

CONFIRMATION OF OPEN MEETING

Casper indicated this was a properly noticed meeting posted on November 3, 2023, at the Ridgeway Community Center and the Village website, with notification sent via email/text to subscribers.

CONSENT AGENDA

Motion by Venden, Seconded by Vosberg to adopt the Consent Agenda as presented. Motion Carried.

ITEMS FOR CONSIDERATION AND ACTION

1. Long Range Utility Forecasting - Jon Cameron, Ehler's
Jon Cameron discussed and shared some long range planning for utilities.
2. 2024 Water and Sewer Fund Budget
Discussion of the 2024 Budget for the Water and Sewer Utilities.

ADJOURNMENT

Motion by Venden, Seconded by Vosberg to adjourn at 6:25 pm. Motion Carried.



RIDGEWAY

SPECIAL BOARD OF TRUSTEES MEETING MINUTES

November 07, 2023 at 6:00 PM

Virtual Zoom Meeting: <https://us02web.zoom.us/j/6089245881> Join by Phone: 1-312-626-6799

Meeting ID: 608 924 5881

CALL TO ORDER AND ROLL CALL

Meeting called to order by President Casper at 6:00 PM

PRESENT: President Michele Casper, Trustee Cindy Niehaus, Trustee Kellee Venden, Trustee Ruth Nevins, Trustee Rick Short, Trustee Julene Garner, Trustee Steve Vosberg, Lori Phelan-Interim Clerk/Treasurer.

CONFIRMATION OF OPEN MEETING

Phelan indicated this was a properly noticed meeting posted on November 3, 2023, at the Ridgeway Community Center and the Village website, with notification sent via email/text to subscribers.

CONSENT AGENDA

1. Adoption of Agenda

Motion by Short, Seconded by Nevins to adopt the consent agenda as presented. Motion carried.

ITEMS FOR CONSIDERATION AND ACTION

2. Interim Clerk/Treasurer

Motion by Venden, Seconded by Short to approve Lori Phelan as Interim Clerk/Treasurer. Motion carried.

ADJOURNMENT

Motion by Venden, Seconded by Garner to adjourn at 6:05 pm.

11/03/2023

2:18 PM

Check Register - Full Report - Manual

Page: 1

ALL Checks

ACCT

CHASE VISA CARD

Dated From:

From Account:

Thru:

Thru Account:

Check Nbr	Check Date	Payee	Amount
STORE	9/27/2023	RIDGEWAY POST OFFICE	
1/3 POSTAGE FOR UTILITY BILLS		Manual Check	
100-00-51420-310-000		CLERK OFFICE SUPPLIES	66.00
1/3 POSTAGE FOR UTILITY BILLS			
300-00-53612-000-840		BILLING & ACCOUNTING	66.00
1/3 POSTAGE FOR UTILITY BILLS			
400-00-53612-000-840		BILLING & ACCOUNTING	66.00
1/3 POSTAGE FOR UTILITY BILLS			
Total			198.00
STORE	10/23/2023	RIDGEWAY POST OFFICE	
1/3 POSTAGE FOR UTILITY BILLS		Manual Check	
100-00-51420-310-000		CLERK OFFICE SUPPLIES	66.00
1/3 POSTAGE FOR UTILITY BILLS			
300-00-53612-000-840		BILLING & ACCOUNTING	66.00
1/3 POSTAGE FOR UTILITY BILLS			
400-00-53612-000-840		BILLING & ACCOUNTING	66.00
1/3 POSTAGE FOR UTILITY BILLS			
Total			198.00
STORE	10/11/2023	RIDGEWAY POST OFFICE	
MAIL DNR CONTRACT		Manual Check	
140-00-57620-000-000		PARKS OUTLAY	2.31
MAIL DNR CONTRACT			
Total			2.31
STORE	10/16/2023	MT HOREB LUMBER DO IT BEST	
TAPE, DRILL BITS, BOLTS, WASHERS		Manual Check	
400-00-53700-000-650		REPAIRS & MAINTENANCE	33.79
TAPE, DRILL BITS, BOLTS, WASHERS			
Total			33.79
STORE	10/17/2023	MT HOREB LUMBER DO IT BEST	
WASHERS, DRILL BIT, PLUG		Manual Check	
400-00-53700-000-650		REPAIRS & MAINTENANCE	20.48
WASHERS, DRILL BIT, PLUG			
Total			20.48
STORE	10/12/2023	MENARDS	
WELL 1 DOOR, PADLOCK, SHIM		Manual Check	

11/03/2023 2:18 PM

Check Register - Full Report - Manual

Page: 2

ALL Checks

ACCT

CHASE VISA CARD

Dated From:

From Account:

Thru:

Thru Account:

Check Nbr	Check Date	Payee	Amount
400-00-53610-000-821		OPERATION EXPENSES	285.34
		WELL 1 DOOR, PADLOCK, SHIM	
		Total	285.34
	10/26/2023	FARM & FLEET	
		ANTIFREEZE	
		Manual Check	
100-00-53311-722-000		STREETS - EQUIP REPAIR/MAINT	15.96
		ANTIFREEZE	
		Total	15.96
	10/25/2023	MT HOREB LUMBER DO IT BEST	
		CHAIN, SNAP LINK	
		Manual Check	
100-00-53311-722-000		STREETS - EQUIP REPAIR/MAINT	21.74
		CHAIN, SNAP LINK	
		Total	21.74
	10/13/2023	COSTCO	
		Manual Check	
150-00-59000-000-000		FARMER'S MARKET EXPENSE	101.22
		FARM MARKET CANDY	
		Total	101.22
	10/09/2023	FACEBOOK/META	
		farm market ads	
		Manual Check	
150-00-59000-000-000		FARMER'S MARKET EXPENSE	126.97
		farm market ads	
150-00-59000-000-000		FARMER'S MARKET EXPENSE	3.03
		farm market ads	
		Total	130.00
	10/24/2023	COSTCO	
		boo bash prizes	
		Manual Check	
150-00-55500-000-000		EVENT EXPENSES	239.94
		boo bash prizes	
150-00-55500-000-000		EVENT EXPENSES	119.96
		boo bash prizes	
		Total	359.90
	10/04/2023	OFFICE DEPOT	
		paper	
		Manual Check	

11/03/2023

2:18 PM

Check Register - Full Report - Manual

Page: 3

ALL Checks

ACCT

CHASE VISA CARD

Dated From:

From Account:

Thru:

Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-51420-310-000		CLERK OFFICE SUPPLIES	45.99
		paper	
		Total	45.99
ONLINE	10/07/2023	AMAZON	
		BOO BASH, LIBRARY	Manual Check
100-00-51420-380-000		CLERK MISCELLANEOUS	37.15
		BOO BASH, LIBRARY	
		Total	37.15
ONLINE	9/26/2023	AMAZON	
		GLOVES, FILTERS	Manual Check
300-00-53610-000-827		OTHER SUPPLIES & EXPENSES	78.56
		GLOVES, FILTERS	
		Total	78.56
		Grand Total	1,528.44

11/03/2023 2:18 PM

Check Register - Full Report - Manual
ALL Checks
CHASE VISA CARD

Page: 4
ACCT

Dated From: From Account:
Thru: Thru Account:

	Amount
<hr/>	
Total Expenditure from Fund # 100 - GENERAL FUND	252.84
Total Expenditure from Fund # 140 - CAPITAL PROJECTS FUND	2.31
Total Expenditure from Fund # 150 - PUBLIC PROPERTY AND EVENTS	591.12
Total Expenditure from Fund # 300 - SEWER FUND	210.56
Total Expenditure from Fund # 400 - WATER FUND	471.61
Total Expenditure from all Funds	1,528.44

11/10/2023 6:13 PM

In Progress Checks - Full Report - Regular

Page: 1

ALL Checks by Payee

ACCT

1-POOLED CHECKING ACCOUNT **0307

Dated From: 11/14/2023 From Account:
Thru: 11/14/2023 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	11/14/2023	ASPHALT APPEAL, LLC	
		Invoice2494 dated 10.24.2023	
100-00-53311-715-000		STREETS MAINTENANCE	4,050.00
		Invoice2494 dated 10.24.2023	
		Total	4,050.00
	11/14/2023	BADGER METER	
		October 2023	
400-00-53612-000-840		BILLING & ACCOUNTING	105.47
		October 2023	
		Total	105.47
	11/14/2023	BENJAMIN PLUMBING	
		Winterization of New Toilets	
100-00-55200-210-000		PARK - OUTSIDE SERVICE	400.44
		Winterization of New Toilets	
		Total	400.44
	11/14/2023	CHASE CARD SERVICES	
100-00-21800-000-000		CREDIT CARD PAYABLE	252.84
150-00-21800-000-000		CREDIT CARD PAYABLE	591.12
300-00-21800-000-000		CREDIT CARD PAYABLE	210.56
400-00-21800-000-000		CREDIT CARD PAYABLE	471.61
140-00-21800-000-000		CREDIT CARD PAYABLE	2.31
		Total	1,528.44
	11/14/2023	CINTAS CORP.	
300-00-53311-000-852		UNIFORMS	38.69
400-00-53311-000-852		UNIFORMS	38.68
100-00-53311-755-000		STREETS - UNIFORMS	53.12
100-00-51980-760-000		FACILITIES UTILIITIES	87.35

1-POOLED CHECKING ACCOUNT **0307

Dated From: 11/14/2023 From Account:
Thru: 11/14/2023 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
Total			217.84

11/14/2023		CK SEPTIC SERVICE	
10 loads sludge hauled to Fennimore			
300-00-53611-000-833		MAINT OF TREATMENT SYSTEM	4,320.00
10 loads sludge hauled to Fennimore			
300-00-53611-000-833		MAINT OF TREATMENT SYSTEM	2,160.00
5 loads of sludge hauled to Fennimore			
Total			6,480.00

11/14/2023		COMMAND CENTRAL	
Inv#32103 DATED 11.1.23 SERVICE			
100-00-51420-375-000		ELECTION EQUIPMENT	235.00
Inv#32103 DATED 11.1.23 SERVICE			
100-00-51420-375-000		ELECTION EQUIPMENT	410.00
2024 HMA INV32677			
Total			645.00

11/14/2023		CULLIGAN TOTAL WATER TREATMENT	
40# Solar Salt - Community Center			
100-00-51980-760-000		FACILITIES UTILIITIES	12.89
40# Solar Salt - Community Center			
100-00-51600-100-000		VILLAGE HALL UTILITIES	19.12
Water Service			
100-00-52100-315-000		POLICE - MISC SUPPLIES	0.00
Total			32.01

11/14/2023		DEAN HEALTH PLAN	
Nov 2023			
100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE	1,123.52
Nov 2023 - M Gorham			
100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE	883.21
Nov 2023 - H Roessler			
Total			2,006.73

11/14/2023		DELTA DENTAL OF WISCONSIN	
November 2023 - HR, MG, MJ REF.			
100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE	76.82
November 2023 - HR, MG			

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1-POOLED CHECKING ACCOUNT **0307

Dated From: 11/14/2023 From Account:
Thru: 11/14/2023 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
300-00-53612-000-854	11/14/2023	EMPLOYEE BENEFITS	51.86
	November 2023 - DP		
400-00-53710-000-686	11/14/2023	EMPLOYEE BENEFITS	51.86
	November 2023 - DP		
Total			180.54
<hr/>			
	11/14/2023	DIGGERS HOTLINE, INC.	
	October 2023 prepayment		
400-00-53710-000-682	11/14/2023	CONTRACTED SERVICES	94.40
	October 2023 prepayment		
Total			94.40
<hr/>			
	11/14/2023	DODGEVILLE CHRONICLE	
	Liquor Licensing Notice+Brewskis		
100-00-51980-000-000	11/14/2023	OTHER GENERAL GOV'T	19.08
	Liquor Licensing Notice+Brewskis		
Total			19.08
<hr/>			
	11/14/2023	DRS ENTERPRISES, LLC	
	ICE		
100-00-53311-730-000	11/14/2023	STREETS - FUEL	479.74
100-00-52100-410-000	11/14/2023	POLICE - FUEL	271.50
100-00-55200-730-000	11/14/2023	PARK - FUEL	176.14
300-00-53610-000-822	11/14/2023	FUEL-AUTO	65.60
400-00-53610-000-822	11/14/2023	FUEL-AUTO	65.59
300-00-53610-000-827	11/14/2023	OTHER SUPPLIES & EXPENSES	7.96
	ICE		
Total			1,066.53
<hr/>			
	11/14/2023	EDWARD D. JONES	
	NOV 2023 MG, DP, BL, HR		
100-00-21520-000-000	11/14/2023	RETIREMENT PAYABLE	400.00
	NOV 2023 MG, DP, BL, HR		
Total			400.00

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1-POOLED CHECKING ACCOUNT **0307

Dated From: 11/14/2023

From Account:

Thru: 11/14/2023

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	11/14/2023	EHLERS FINANCIAL BUDGET SERVICES	
100-00-51420-380-000		CLERK MISCELLANEOUS FINANCIAL BUDGET SERVICES	200.00
		Total	200.00
	11/14/2023	FAHERTY, INC. INV 375156 ACT 354000	
100-00-53635-000-000		RECYCLING COLLECTION OCT 2023	1,592.85
100-00-53620-000-000		GARBAGE COLLECTION OCT 2023	2,479.68
100-00-46435-000-000		CLEAN UP DAY RECYCLING FEES CLEAN UP DAY FEES	160.00
		Total	4,232.53
	11/14/2023	J & R SUPPLY, INC. INV 2309981- DATED 10/19/23	
400-00-53700-000-650		REPAIRS & MAINTENANCE INV 2309981-IN DATED 10/19/23	378.00
		Total	378.00
	11/14/2023	JOHNSON BLOCK & CO INC TID Annual Activity	
210-00-51940-000-000		ADMINISTRATION & FEES TID Annual Activity	200.00
100-00-51500-200-000		AUDIT/ACCOUNTING EXPENSE Progress billing for 2022 audit	1,600.00
300-00-53612-000-840		BILLING & ACCOUNTING Progress billing for 2022 audit	1,000.00
400-00-53612-000-840		BILLING & ACCOUNTING Progress billing for 2022 audit	1,000.00
		Total	3,800.00
	11/14/2023	KELBE BROTHERS EQUIPMENT STREET SWEEPER MOUNT PLATE INV-P25954	
100-00-53311-722-000		STREETS - EQUIP REPAIR/MAINT STREET SWEEPER MOUNT PLATE INV-P25954	152.73
		Total	152.73

1-POOLED CHECKING ACCOUNT **0307

Dated From: 11/14/2023 From Account:
Thru: 11/14/2023 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	11/14/2023	KRUSER SEPTIC SERVICE INC. CUES INSP (ATC) INV 51214 DATED 10/4/23	
300-00-53611-000-833		MAINT OF TREATMENT SYSTEM CUES INSP (ATC) INV 51214 DATED 10/4/23	3,371.50
		Total	3,371.50
	11/14/2023	LV LABS WATER, LLC Inv25752 dated 10.31.2023	
400-00-53710-000-682		CONTRACTED SERVICES Inv25752 dated 10.31.2023	75.00
		Total	75.00
	11/14/2023	LV LABS WW, LLC Inv1928 dated 11.02.23	
300-00-53612-000-852		CONTRACTED SERVICES Inv1928 dated 11.02.23	729.50
		Total	729.50
	11/14/2023	MARTELLE WATER TREATMENT Alum Sulfate	
300-00-53610-000-821		OPERATION EXPENSES-WWTP Alum Sulfate	660.00
		Total	660.00
	11/14/2023	NETFORTRIS AQUISITION CO. INC (WWTP) Act 104568	
300-00-53612-000-852		CONTRACTED SERVICES Act 104568	117.26
		Total	117.26
	11/14/2023	PARKITECTURE+PLANNING CONSTRUCTION DOCUMENTS	
140-00-57620-000-000		PARKS OUTLAY CONSTRUCTION DOCUMENTS	933.50
		Total	933.50
	11/14/2023	PERFORMANCE FOODSERVICE	
150-00-55200-000-400		CONCESSION STAND INVENTORY EXP Inv 522652 dated 09.14.2023	1,112.16

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1-POOLED CHECKING ACCOUNT **0307

Dated From: 11/14/2023

From Account:

Thru: 11/14/2023

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
150-00-55200-000-400		CONCESSION STAND INVENTORY EXP	47.36
		Inv 518021 dated 09.07.2023	
Total			1,159.52

11/14/2023 POSTAL SOURCE, INC.

60% AnnMaintAgmt through 12.2023

100-00-51980-000-000		OTHER GENERAL GOV'T	448.80
		60% AnnMaintAgmt through 12.2023	
300-00-53612-000-852		CONTRACTED SERVICES	149.60
		20% AnnMaintAgmt through 12.2023	
400-00-53710-000-682		CONTRACTED SERVICES	149.60
		20% AnnMaintAgmt through 12.2023	
Total			748.00

11/14/2023 RIDGEWAY UTILITIES

1/3 206 Kirby

100-00-53311-760-000		STREETS - UTILITIES	24.06
		1/3 206 Kirby	
300-00-53610-000-823		UTILITIES-LIFT STATIONS&SHOP	24.06
		1/3 206 Kirby	
400-00-53610-000-823		UTILITIES-TOWER&SHOP	24.06
		1/3 206 Kirby	
100-00-55200-760-000		PARK - UTILITIES	100.78
		299 Hughett St.	
100-00-52100-760-000		POLICE - UTILITIES	35.69
		208 Jarvis 10%	
100-00-51980-760-000		FACILITIES UTILIITIES	267.62
		208 Jarvis 75%	
100-00-51600-100-000		VILLAGE HALL UTILITIES	53.52
		208 Jarvis 15%	
Total			529.79

11/14/2023 STAFFORD ROSENBAUM, LLP

Inv 1286941 dated 10.16.2023

100-00-51300-000-000		LEGAL EXPENSE	230.00
		Liquor Licensing Complaint	
Total			230.00

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Dated From: 11/14/2023 From Account:
Thru: 11/14/2023 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	11/14/2023	UNION TECHNOLOGY COOPERATIVE	
	INV 4453 DATED 10.16.2023		
300-00-53610-000-827		OTHER SUPPLIES & EXPENSES	425.00
	INV 4453 DATED 10.16.2023		
100-00-51420-316-000		CLERK INFORMATION TECHNOLOGY	250.00
	inv4477 dated 11.03.2023		
		Total	675.00
	11/14/2023	US CELLULAR	
100-00-51420-325-000		CLERK TELEPHONE	35.32
300-00-53610-000-823		UTILITIES-LIFT STATIONS&SHOP	48.41
400-00-53610-000-823		UTILITIES-TOWER&SHOP	23.59
		Total	107.32
	11/14/2023	USA BLUE BOOK	
	INV00149641 DATED 09.29.2023		
300-00-53611-000-833		MAINT OF TREATMENT SYSTEM	160.12
	INV00149641 DATED 09.29.2023		
		Total	160.12
	11/14/2023	WIL-KIL PEST CONTROL	
	INV4764212 DATED 10.16.23		
300-00-53612-000-852		CONTRACTED SERVICES	98.55
	INV4764212 DATED 10.16.23		
		Total	98.55
	11/14/2023	WISCONSIN DNR	
	LOSBY CERTIFICATION		
300-00-53710-000-689		TRAINING & EDUCATION	25.00
	LOSBY CERTIFICATION		
		Total	25.00
		Grand Total	35,609.80

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Thru Account:

Amount

Total Expenditure from Fund # 100 - GENERAL FUND	16,581.82
Total Expenditure from Fund # 140 - CAPITAL PROJECTS FUND	935.81
Total Expenditure from Fund # 150 - PUBLIC PROPERTY AND EVENTS	1,750.64
Total Expenditure from Fund # 210 - TIF FUND	200.00
Total Expenditure from Fund # 300 - SEWER FUND	13,663.67
Total Expenditure from Fund # 400 - WATER FUND	2,477.86
Total Expenditure from all Funds	35,609.80

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1-POOLED CHECKING ACCOUNT **0307

ALL Checks

Posted From: 10/01/2023 From Account:
Thru: 10/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
V1229	10/11/2023	ROESSLER, HAILEY	
Pay period 09/18/2023 to 10/01/2023			Manual Check
300-00-53612-000-850		ADMIN & GENERAL WAGES	153.90
100-00-51420-110-000		CLERK WAGES	205.20
100-00-51420-110-000		CLERK WAGES	820.80
100-00-51420-110-000		CLERK WAGES	666.90
400-00-53710-000-680		GENERAL & ADMINISTRATIVE WAGES	166.73
100-00-21511-000-000		941 TAXES PAYABLE	-156.06
100-00-21511-000-000		941 TAXES PAYABLE	-118.03
100-00-21511-000-000		941 TAXES PAYABLE	-27.60
100-00-21513-000-000		STATE W/H TAXES PAYABLE	-83.17
100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE	-4.43
100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE	-105.37
			Total
			1,518.87

V1230 10/11/2023 PETERSON, DALE

Pay period 09/18/2023 to 10/01/2023

Manual Check

300-00-53610-000-820		WAGES - DIRECT LABOR	892.50
100-00-53311-110-000		STREETS - WAGES	600.00
400-00-53700-000-600		WAGES - DIRECT LABOR	1,263.75
100-00-21511-000-000		941 TAXES PAYABLE	-251.90
100-00-21511-000-000		941 TAXES PAYABLE	-163.61
100-00-21511-000-000		941 TAXES PAYABLE	-38.26
100-00-21513-000-000		STATE W/H TAXES PAYABLE	-126.23

1-POOLED CHECKING ACCOUNT **0307 ALL Checks

Posted From: 10/01/2023 From Account:
Thru: 10/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE	-11.97
100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE	-105.37
Total			2,058.91

V1231 10/11/2023 GORHAM, MICHAEL
Pay period 09/18/2023 to 10/01/2023 Manual Check

100-00-52100-110-000		POLICE - WAGES	2,088.00
100-00-21511-000-000		941 TAXES PAYABLE	-204.96
100-00-21511-000-000		941 TAXES PAYABLE	-121.14
100-00-21511-000-000		941 TAXES PAYABLE	-28.33
100-00-21513-000-000		STATE W/H TAXES PAYABLE	-86.15
100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE	-4.43
100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE	-129.64
Total			1,513.35

V1232 10/11/2023 JOHNSON, HAROLD
Pay period 09/18/2023 to 10/01/2023 Manual Check

100-00-55140-110-000		FACILITIES PERSONEL - WAGES	443.70
100-00-55200-110-000		PARK - WAGES	275.40
100-00-53311-110-000		STREETS - WAGES	147.90
100-00-21511-000-000		941 TAXES PAYABLE	-33.43
100-00-21511-000-000		941 TAXES PAYABLE	-53.75
100-00-21511-000-000		941 TAXES PAYABLE	-12.57
100-00-21513-000-000		STATE W/H TAXES PAYABLE	-23.19
Total			744.06

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Posted From: 10/01/2023 From Account:
Thru: 10/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
V1233	10/11/2023	LOSBY, BRADEN	
Pay period 09/18/2023 to 10/01/2023			Manual Check
100-00-55200-110-000		PARK - WAGES	21.00
300-00-53610-000-820		WAGES - DIRECT LABOR	252.00
100-00-53311-110-000		STREETS - WAGES	1,504.13
400-00-53700-000-600		WAGES - DIRECT LABOR	328.13
100-00-21511-000-000		941 TAXES PAYABLE	-107.86
100-00-21511-000-000		941 TAXES PAYABLE	-130.53
100-00-21511-000-000		941 TAXES PAYABLE	-30.53
100-00-21513-000-000		STATE W/H TAXES PAYABLE	-92.29
Total			1,744.05

V1234	10/25/2023	PARKOS, TODD	
Pay period 07/01/2023 to 10/15/2023			Manual Check
100-00-51400-100-000		BUILDING INSPECTOR	35.00
100-00-21511-000-000		941 TAXES PAYABLE	-2.17
100-00-21511-000-000		941 TAXES PAYABLE	-0.51
Total			32.32

V1235	10/25/2023	ROESSLER, HAILEY	
Pay period 10/02/2023 to 10/15/2023			Manual Check
300-00-53612-000-850		ADMIN & GENERAL WAGES	192.38
100-00-51420-110-000		CLERK WAGES	1,519.76
400-00-53710-000-680		GENERAL & ADMINISTRATIVE WAGES	243.68
100-00-21511-000-000		941 TAXES PAYABLE	-149.14
100-00-21511-000-000		941 TAXES PAYABLE	-114.45

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ALL Checks

Posted From: 10/01/2023 From Account:
Thru: 10/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21511-000-000		941 TAXES PAYABLE	-26.77
100-00-21513-000-000		STATE W/H TAXES PAYABLE	-79.74
100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE	-4.43
100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE	-105.37
Total			1,475.92

V1236 10/25/2023 PETERSON, DALE
Pay period 10/02/2023 to 10/15/2023

Manual Check

300-00-53610-000-820		WAGES - DIRECT LABOR	1,222.50
400-00-53700-000-600		WAGES - DIRECT LABOR	1,256.25
100-00-21511-000-000		941 TAXES PAYABLE	-218.60
100-00-21511-000-000		941 TAXES PAYABLE	-146.41
100-00-21511-000-000		941 TAXES PAYABLE	-34.24
100-00-21513-000-000		STATE W/H TAXES PAYABLE	-108.58
100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE	-11.97
100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE	-105.37
Total			1,853.58

V1237 10/25/2023 GORHAM, MICHAEL
Pay period 10/02/2023 to 10/15/2023

Manual Check

100-00-52100-110-000		POLICE - WAGES	2,088.00
100-00-21511-000-000		941 TAXES PAYABLE	-204.96
100-00-21511-000-000		941 TAXES PAYABLE	-121.14
100-00-21511-000-000		941 TAXES PAYABLE	-28.33
100-00-21513-000-000		STATE W/H TAXES PAYABLE	-86.15

1-POOLED CHECKING ACCOUNT **0307 ALL Checks

Posted From: 10/01/2023 From Account:
Thru: 10/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE	-4.43
100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE	-129.64
Total			1,513.35

V1238 10/25/2023 JOHNSON, HAROLD
Pay period 10/02/2023 to 10/15/2023 Manual Check

100-00-55140-110-000		FACILITIES PERSONEL - WAGES	198.90
100-00-55200-110-000		PARK - WAGES	285.60
100-00-53311-110-000		STREETS - WAGES	408.00
100-00-21511-000-000		941 TAXES PAYABLE	-35.98
100-00-21511-000-000		941 TAXES PAYABLE	-55.34
100-00-21511-000-000		941 TAXES PAYABLE	-12.94
100-00-21513-000-000		STATE W/H TAXES PAYABLE	-24.52
Total			763.72

V1239 10/25/2023 LOSBY, BRADEN
Pay period 10/02/2023 to 10/15/2023 Manual Check

100-00-55200-110-000		PARK - WAGES	131.25
300-00-53610-000-820		WAGES - DIRECT LABOR	102.38
100-00-53311-110-000		STREETS - WAGES	89.25
100-00-53311-110-000		STREETS - WAGES	1,417.50
400-00-53700-000-600		WAGES - DIRECT LABOR	84.00
100-00-21511-000-000		941 TAXES PAYABLE	-75.90
100-00-21511-000-000		941 TAXES PAYABLE	-113.11
100-00-21511-000-000		941 TAXES PAYABLE	-26.45

1-POOLED CHECKING ACCOUNT **0307 ALL Checks

Posted From: 10/01/2023 From Account:
Thru: 10/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21513-000-000		STATE W/H TAXES PAYABLE	-74.43
Total			1,534.49

184493 10/10/2023 MATTISON, NATHAN
RETURN OF PORTABLE PAYMENT Manual Check

150-00-55190-000-000		COMMUNITY CENTER OPERATIONS RETURN OF PORTABLE PAYMENT	-100.00
Total			-100.00

Oct W6 10/25/2023 WISCONSIN DEPT. OF REVENUE
Oct 2023 Payroll Tax Manual Check

100-00-21513-000-000		STATE W/H TAXES PAYABLE Oct 2023 Payroll Tax	784.45
Total			784.45

Sep MO 10/02/2023 FIRSTNET - AT&T MOBILITY
SmartPhone & Hotspot Service Manual Check

100-00-52100-325-000		POLICE - TELEPHONE SmartPhone & Hotspot Service	88.77
Total			88.77

ACH OCT 10/10/2023 MADISON GAS & ELECTRIC CO.
206 Kirby St. Manual Check

300-00-53610-000-823		UTILITIES-LIFT STATIONS&SHOP 206 Kirby St.	7.00
400-00-53610-000-823		UTILITIES-TOWER&SHOP 206 Kirby St.	7.00
100-00-53311-760-000		STREETS - UTILITIES 206 Kirby St.	14.00
100-00-51600-100-000		VILLAGE HALL UTILITIES 208 Jarvis St	2.99
100-00-51980-760-000		FACILITIES UTILIITIES 208 Jarvis St	41.37
100-00-52100-760-000		POLICE - UTILITIES 208 Jarvis St	5.48
Total			77.84

Oct ACH 10/02/2023 PRINCIPAL LIFE INSURANCE COMPANY
Dale P 50% Manual Check

1-POOLED CHECKING ACCOUNT **0307 ALL Checks

Posted From: 10/01/2023 From Account:
Thru: 10/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
300-00-53612-000-854		EMPLOYEE BENEFITS	44.04
		Dale P 50%	
400-00-53710-000-686		EMPLOYEE BENEFITS	44.03
		Dale P 50%	
100-00-52100-125-000		POLICE - EMPLOYEE BENEFITS	49.33
		Michael G	
100-00-51420-125-000		CLERK EMPLOYEE BENEFITS	44.36
		Hailey, 75%	
300-00-53612-000-854		EMPLOYEE BENEFITS	7.39
		Hailey, 12.5%	
400-00-53710-000-686		EMPLOYEE BENEFITS	7.39
		Hailey, 12.5%	
100-00-53311-125-000		STREETS - EMPLOYEE BENEFITS	27.26
		Braden L	
Total			223.80

Oct ACH 10/13/2023 FARMERS SAVINGS BANK
Cardinal Way Phase 2 - TID loan x5570 Manual Check

210-00-58290-000-000		TIF INTEREST & FISCAL CHARGES	650.98
		Cardinal Way Phase 2 - TID loan x5570	
Total			650.98

OCT ACH 10/10/2023 SPECTRUM BUSINESS
Charter ACH 50% Manual Check

100-00-51980-760-000		FACILITIES UTILIITIES	100.00
		Charter ACH 50%	
100-00-51600-100-000		VILLAGE HALL UTILITIES	99.99
		Charter ACH 50%	
Total			199.99

Oct ACH 10/20/2023 ALLIANT ENERGY
9583420000 Manual Check

100-00-55200-765-000		PARK - LIGHTS	228.81
		9583420000	
300-00-53610-000-821		OPERATION EXPENSES-WWTP	1,586.93
		4394940000, 7724650000	
300-00-53610-000-823		UTILITIES-LIFT STATIONS&SHOP	70.92
		4426910000, 8598850000	

1-POOLED CHECKING ACCOUNT **0307 ALL Checks

Posted From: 10/01/2023 From Account:
Thru: 10/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
400-00-53700-000-620 6728200000, 8812110000		ELECTRIC FOR WELL PUMPING	516.62
400-00-53610-000-823 3807720000		UTILITIES-TOWER&SHOP	41.93
100-00-53311-760-000 0487210000, 0399650000		STREETS - UTILITIES	93.92
100-00-53420-000-000 685030000		STREET (HWY) LIGHTING	998.47
100-00-51980-760-000 1972296511		FACILITIES UTILIITIES	446.46
100-00-51600-100-000 1972296511		VILLAGE HALL UTILITIES	32.27
100-00-52100-760-000 1972296511		POLICE - UTILITIES	59.17
		Total	4,075.50

Oct ACH 10/31/2023 FARMERS SAVINGS BANK
Oct ACH Fees

Manual Check

100-00-51500-220-000 Oct ACH Fees		BANK & PAYROLL PROCESSING FEES	30.00
		Total	30.00

SEP ACH 10/16/2023 ASCENTIS CORPORATION
SEP ACH

Manual Check

100-00-51500-240-000 SEP ACH		SOFTWARE SUBSCRIPTIONS & FEES	30.75
		Total	30.75

Sep WWTP 10/02/2023 FIRSTNET - AT&T MOBILITY
Mobile Internet Service

Manual Check

300-00-53612-000-852 Mobile Internet Service		CONTRACTED SERVICES	16.75
400-00-53710-000-682 Mobile Internet Service		CONTRACTED SERVICES	16.74
		Total	33.49

WWTP ACH 10/11/2023 FRONTIER COMMUNICATIONS
WWTP phone line

Manual Check

300-00-53610-000-821 WWTP phone line		OPERATION EXPENSES-WWTP	97.69
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1-POOLED CHECKING ACCOUNT **0307 ALL Checks

Posted From: 10/01/2023 From Account:
Thru: 10/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			97.69
10.11 941	10/11/2023	INTERNAL REVENUE SERVICE	
	10.11.2023	SS Tax Manual Check	
100-00-21511-000-000		941 TAXES PAYABLE	1,174.12
	10.11.2023	SS Tax	
100-00-21511-000-000		941 TAXES PAYABLE	274.58
	10.11.2023	Medicare	
100-00-21511-000-000		941 TAXES PAYABLE	754.21
	10.11.2023	Fed Tax Withholding	
Total			2,202.91
10.25 ACH	10/25/2023	STATE OF WI-ENVIRONMENTAL IMPROVEMENT FUND	
	5206-04 Inv19574 2018	SDWL Manual Check	
340-00-58290-000-000		INTEREST & FISCAL CHARGES GF	2,052.83
	5206-04 Inv19948 2018	SDWL	
300-00-58200-000-427		INTEREST EXPENSE - SEWER	963.57
	5206-04 Inv19948 2018	SDWL	
400-00-58200-000-427		INTEREST EXPENSE - WATER	1,173.05
	5206-04 Inv19948 2018	SDWL	
400-00-58200-000-427		INTEREST EXPENSE - WATER	5,693.34
	5206-05 Inv19948 2020	SDWLP Interest Py	
Total			9,882.79
10.25. 941	10/25/2023	INTERNAL REVENUE SERVICE	
	10.25.2023	SS Tax Manual Check	
100-00-21511-000-000		941 TAXES PAYABLE	1,105.24
	10.25.2023	SS Tax	
100-00-21511-000-000		941 TAXES PAYABLE	258.48
	10.25.2023	Medicare	
100-00-21511-000-000		941 TAXES PAYABLE	684.58
	10.25.2023	Fed Tax Withholding	
Total			2,048.30
Office ACH	10/11/2023	FRONTIER COMMUNICATIONS	
	Office Two Phone lines	Manual Check	
100-00-51420-325-000		CLERK TELEPHONE	162.60
	Office Two Phone lines		
Total			162.60

11/14/2023

11:01 AM

Reprint Check Register - Full Report - Manual

Page: 10
ACCT

1-POOLED CHECKING ACCOUNT **0307

ALL Checks

Posted From: 10/01/2023

From Account:

Thru: 10/31/2023

Thru Account:

Check Nbr	Check Date	Payee	Amount
			Grand Total
			35,242.48

11/14/2023

11:01 AM

Reprint Check Register - Full Report - Manual

Page: 11
ACCT

1-POOLED CHECKING ACCOUNT **0307

ALL Checks

Posted From: 10/01/2023 From Account:
Thru: 10/31/2023 Thru Account:

	Amount
<hr/>	
Total Expenditure from Fund # 100 - GENERAL FUND	16,186.08
Total Expenditure from Fund # 150 - PUBLIC PROPERTY AND EVENTS	-100.00
Total Expenditure from Fund # 210 - TIF FUND	650.98
Total Expenditure from Fund # 300 - SEWER FUND	5,609.95
Total Expenditure from Fund # 340 - DEBT SERVICE FUND	2,052.83
Total Expenditure from Fund # 400 - WATER FUND	10,842.64
Total Expenditure from all Funds	35,242.48

State of Wisconsin
 DEPARTMENT OF NATURAL
 RESOURCES
 FITCHBURG SERVICE CENTER
 3911 FISH HATCHERY RD
 FITCHBURG WI 53711

Tony Evers, Governor
 Adam N. Payne,
 Secretary
 Telephone 608-267-7556
 Toll Free 1-888-936-7463
 TTY Access via relay - 711



October 26, 2023

Hailey Roessler
 Village Clerk
 208 Jarvis Street
 Ridgeway, WI 53582

FILE REF:
 PWS ID#: 12500873
 Ridgeway Waterworks-MC
 Iowa County

Subject: Sanitary Survey Report and Notice of Noncompliance

Dear Hailey Roessler:

The purpose of a sanitary survey is to evaluate the system's source, facilities, equipment, operation, maintenance, and management as they relate to providing safe drinking water. The sanitary survey is also an opportunity to update the Department of Natural Resources' (department) records, provide technical assistance, and identify potential risks that may adversely affect drinking water quality. This Sanitary Survey Report also serves as a Notice of Noncompliance.

On October 6, 2023, Sophia Stevenson and Nathan Wells conducted a sanitary survey of your water system, Ridgeway Waterworks. During the sanitary survey Dale Peterson and Braden Losby provided information and represented the utility. This report outlines the findings, discusses problems believed needing to be addressed, as well as a proposed timeline for corrective action where appropriate.

Please provide a notice of deficiencies corrected and a schedule for corrective actions to address other deficiencies by December 9, 2023. Contact Nathan Wells at 608.843.4895 or email nathan.wells@wisconsin.gov to discuss the proposed schedule on the following pages or request an extension for completion. Depending on the type of corrective action you employ, you may need to obtain prior approval and submit additional plans to the department.

I also want to specifically thank Dale and Braden for their time performing this survey and for continuing to provide quality water and service to your customers.

System Summary

Ridgeway Waterworks is in east-central Iowa County, about 40 miles west of the City of Madison. The water system provides water to about 650 people (DOA 2023) and is owned by the Village of Ridgeway. System components include two wells with sodium hypochlorite added for disinfection, a 50,000-gallon ground reservoir with a high lift pump, 150,000-gallon elevated storage tank that was rehabilitated and repainted in 2021, and a water distribution system. Per department records, the original water system was installed in 1948. Because of alignment problems at well 1, a submersible pump was installed to replace the vertical turbine driven pump and the 4,000-gallon pneumatic tank was removed from the pump house in 1994. Well 2 which added to the system in 1984 and the 150,000-gallon elevated storage tank installed in 1993. Two portable emergency generators exist (one currently in need of maintenance) for use at both well houses. An emergency connection and upgraded operating controls were recently installed at well 1. Water from well 1 typically enters the 50k reservoir prior to being pumped into the system, but reservoir bypass valving and associated piping is available to the operator. Water from well 2 is pumped into the system directly. While well 1 is currently active, its use has been limited. Due to radium MCL exceedance in March of 2020 and continued levels at or just below the MCL, its use is recommended to continue to be limited.

Significant Deficiencies

Significant deficiencies indicate noncompliance with one or more Wisconsin Administrative Codes and/or represent an immediate health risk to consumers. **Two significant deficiencies** were identified during the survey.

Significant Deficiency	Compliance Due Date	Code Citation
1. Past inspection deficiencies have not been corrected as required.	1/31/2024	810.13(1)(d)
2. Approvals for improvements which may affect water quality or quantity have not been submitted to plan review.	1/31/2024	811.08

Discussion and Schedule for Correction of Significant Deficiencies:

- 1) During the review of the Waterworks both before, during, and after the inspection, one non-significant deficiency was noted in the 2014, 2017 and 2020 sanitary surveys and continued through this October 2023 inspection.

The deficiency is that auxiliary power isn't being exercised at well 2 regularly and no log book is kept. Auxiliary power is required to be exercised at minimum once per month and quarterly under full load. A log book shall be kept of all such exercises, as well as any maintenance done on the unit. Begin to implement a scheduled exercising program and keep a log book by **January 31, 2024.**

- 2) The chlorine pumps in both well houses are not the same pump capacity or type as what was previously approved by the DNR. Plans and specifications submitted to the DNR in 2009 show that both wells are approved to have 22 gallon per day diaphragm pumps. Instead, the chlorine addition at both wellhouses had 17 gallon per day peristaltic pumps. DNR approval is required when chemical pumps are changed, especially when the pump change will be a different type or capacity.

Please go to <http://dnr.wisconsin.gov/topic/DrinkingWater/PlanReview/html> and follow the online submittal instructions to properly submit for after-the-fact approval for both chlorine pumps. The deadline for this corrective action is **January 31, 2024**.

Deficiencies

Deficiencies are problems in the drinking water system that have the potential to cause serious health risks or represent long-term health risks to consumers. Deficiencies may also reduce the technical, managerial, or financial capacity of a utility to continuously provide safe water to their customers. These deficiencies may indicate noncompliance with one or more Wisconsin Administrative Codes. Corrective action should be completed for these deficiencies as soon as possible.

Deficiency	Compliance Due Date	Code Citation
1. Adequate security measures are not in place to prevent unauthorized access to the ground storage reservoir.	11/30/2023	810.23(1); 811.64(2)(d)
2. The distribution bacteriological sampling plan is not implemented appropriately to meet monitoring rule requirements.	1/31/2024	809.31(1)
3. The Waterworks is not maintaining and practicing a comprehensive Emergency Operations Plan.	1/31/2024	810.23(2); 810.26(8)
4. The air-vacuum relief valve at well 2 may not be adequate.	1/31/2024	811.37(5)(a); 810.03
5. Chemical handling procedures for chlorine is not appropriate.	1/31/2024	811.40(1)(d)
6. The meter at well 1 is not tested and calibrated at the required frequency.	4/30/2024	810.13(2)(e)
7. The latest fire flow study does not reflect existing conditions.	10/31/2024	810.11; 810.12
8. Annual inspection of all storage structure screens and seals is not conducted and/or documented.	11/30/2024	810.14
9. The ground storage reservoir is not inspected at least once every 5 years.	12/31/2024	810.14(1)
10. The Waterworks is not implementing a comprehensive Cross-Connection Control Program.	10/6/2026	810.15(1)
11. Well 2 pump vent screen is inadequate	11/30/2023	810.36(1)a

Discussion and Schedule for Correction of Deficiencies:

- 1) Repair the broken access door for the ground storage reservoir roof and add locks to the access hatches of the reservoir by **November 30, 2023**.
- 2) Submit an updated monitoring site plan with bacti locations geographically distributed throughout the water system by **January 31, 2024**. Additional bacti sites in your distribution system is recommended. Once a site is found, investigation samples may be taken, and if suitable, a request to add the site may be sent to Nathan Wells. Please be sure to rotate sampling evenly throughout the year.
- 3) It was noted during the inspection that the system does not have an Emergency Operations Plan. Section NR 810.23(2), Wis. Admin. Code, states that an Emergency Operations Plan needs to contain, at minimum, up-to-date list of local and state emergency contacts, an emergency chlorination plan, auxiliary power start-up instructions, any mutual aid agreements, a system for establishing emergency communications, standard procedures for emergency water production, and a means for sharing information with customers. The means for sharing information with customers shall be how your system distributes a Tier 1 public notice in case of a nitrate MCL exceedance, an E. coli positive or a pressure loss. The EOP is important to allow the Water Utility to respond quickly in the event of an emergency including terrorism, sabotage, natural disasters, loss of system-wide pressure, and overfeed of chemicals. The system shall put together an Emergency Operations Plan as soon as possible, but no later than **January 31, 2024**.
- 4) By **January 31, 2024** determine if air-vacuum relief valve is necessary for the submersible pump at well 2. Install new 24 mesh screen between flanges and ensure proper air gap is provided to funnel system. If the valve is determined to not be necessary, remove the valve and seal discharge piping.

The installation of an air-vacuum relief valve is not required for submersible pump installations where check valves are installed at the pump, above grade, and there are no weep holes in the pump drop pipe. If entrained air in the well water or pressure surges are a concern the installation of an air relief valve is necessary.
- 5) Adjust the chlorine chemical order from chemical supplier so that chlorine is delivered at most once every 45 days by **January 31, 2024**.
- 6) It is unknown when the meter at well 1 was last tested and calibrated. The meter at well 1 shall be tested and recalibrated. If accuracy cannot be verified, a new meter shall be installed. Verify with your department representative if a plan and specification submittal process is needed for a new meter. The meter shall be tested and verified by **April 30, 2024**. If replacement is required, please submit an expected timeline for its installation.
- 7) There was no current fire flow study on record with the system. The system shall conduct pressure and flow testing to document static and residual pressures of hydrants throughout the system. The deadline for this corrective action is **October 31, 2024**.
- 8) By **November 30, 2024** please perform annual inspections of the ground and elevated reservoir. As stated in NR 810.14, exterior inspections of vent, overflow screens, and hatches shall be conducted and documented once per year by the water supplier. The inspections make sure the seal and entry prevention systems in place for the storage tower are still working as intended. They are the barrier keeping contamination out of the water supply. If a utility operator

is not able to complete this inspection, a trusted contractor could complete the inspection, take images of relevant components, and provide them to the water utility.

- 9) Complete a full drain down the ground storage reservoir. The last documented inspection was completed in 2017. As stated in NR 810.14 Wisconsin Administrative Code, all storage facilities shall be maintained and inspected a minimum of every 5 years. Reservoir inspections are important to protect the water supply as well as ensure the storage reservoir is still structurally sound. Due to exposed rebar and spalling noted on the interior during the last inspection, soak the roof to check for infiltration per s. NR 810.14(2)(a)2. Complete an inspection of the storage reservoir and provide supporting documents to the department by **December 31, 2024**.
- 10) By **October 6, 2026** please create an inventory of all customers and complete all cross connection inspections for residential and non-residential customers. A comprehensive cross connection control program to eliminate and prevent unprotected cross-connections to a tap or other end-use device is important to protect your customers. The program may include providing public education materials in lieu of inspections of low hazard **portions** of residential or commercial facilities.
- 11) Install a 24 mesh corrosion resistant screen on the "U" bend well 2 pump vent or install a new mushroom cap with screen by **November 30, 2023**. If the vent is kept in its current configuration, sandwiching the screen between flanges rather than securing with a worm gear clamp is recommended.

Recommendations

During the sanitary survey, some recommendations were identified. Recommendations are potential problems in the water system that may hinder your public water system, pose a hazard for your operators, or keep the utility from consistently providing safe drinking water to consumers.

Recommendations
1. A comprehensive materials inventory is not maintained.
2. Well 2 hasn't been pulled for maintenance in the last 10 years.
3. The overflow of the elevated storage tank has a 24 mesh screen rather than the required 4 mesh non corrodible screen.
4. The Waterworks has not retained all records as required under 809.82.
5. Determine if 24 mesh screen under well 1 vent is adequate.
6. Ensure financial viability of waterworks working budget/financial plan.
7. The pump discharge piping at both wellhouses is not adequately protected from corrosion.
8. The unaccounted for water is not < 10%.
9. There is an isolated service area in the distribution system which is of concern. Additional valves should also be added to distribution system with future infrastructure projects.

10. Increase operator safety

Discussion of Recommendations:

- 1) Working on completing the department prepared spreadsheet included with this survey report is recommended. Ensure the source of information, and premise plumbing materials are noted. While unknowns are acceptable, this document is requested to be submitted in October of 2024 and regularly updated until unknowns no longer exist.
- 2) The system stated that well 2 hasn't been pulled since 2012. Well pumps are recommended to be removed and inspected on a regular basis (every 10 years) with maintenance provided as needed.
- 3) The overflow screen on the tower is 24-mesh. Elevated storage tanks are required to have 4-mesh screens. The Department recommends the screen be changed to 4-mesh to minimize the risk of ice building up and blocking the screen during the winter.
- 4) Document record retention requirements for municipal supply systems may be found in s. NR 809.82 Wis. Adm. Code. However, I recommend material inventory records regarding lead and copper be kept longer than the required 12 years.
- 5) Mushroom cap vent cover for well 1 should be checked to determine condition of screening and replaced with 24 mesh screen if currently inadequate.
- 6) It is recommended that Ridgeway apply for a Conventional Rate Case (CSC) increase. A simplified rate case was performed in the last few years. However, based on information from the annual Public Service Commission (PSC) reports and projects recently performed, a CSC rate case may be necessary to retain financial viability of the waterworks utility.
- 7) The paint on the discharge piping at both wells is peeling off and corrosion is visible on joints and rivets. The department recommends the corrosion is treated and the piping be repainted to better protect the piping from further corrosion.
- 8) Based on data provided in the annual PSC report prepared by the system, the Village has been experiencing water losses greater than 10% for a few years. For the last 3 years, water loss as been about 15%. The department recommends that the system investigate and identify possible sources of unaccounted water. Some ways to investigate water loss sources are leak detection studies, increasing the testing of well meters to once every year, or regularly auditing customer billing to catch data entry errors.
- 9) Well 2 is isolated from the rest of the water system. There is only one water main that crosses Main Street and the Military Ridge State trail. The department recommends the system loop their distribution system in that area by adding another crossing under the bike path and road to eliminate the risk of isolation for the well.

According to the operator, the distribution system also suffers from minimal valve installations throughout the community. During a recent main break several homes were without water due to only one valve being upstream of their services. Increasing redundancy and adding valves to the system with future infrastructure projects is recommended to limit the number of homes affected during main breaks, hydrant flushing, and other maintenance activities.

- 10) Additional measures to increase operator safety is recommended. These include replacing portable eye wash stations and plumb dual eye wash and dowsing hoses/showers and install exit doors with crash bars to allow for quick operator exit in both well houses. Other measures to ensure operator safety and reducing associated hazards as they arise or are discovered is also recommended.

Non-conforming Features

During the course of the sanitary survey, a feature that likely met code requirements at the time of construction, but would not be allowed in the current code is noted. These are referred to as “non-conforming features.” Though you are not required to correct these non-conforming features at this time, they will need to be corrected when any major work is done in the future.

Non-conforming Deficiency
1. Both pump houses do not meet current code requirements for dehumidification.
2. The pump base or the termination of the well casing does not meet current code.
3. There is not at least one adequately sized well vent installed through the well pump casing, well seal, or concrete pump base.
4. The overflow of ground level storage reservoir is not brought down to within 12 to 24 inches of the ground surface.
5. The ground storage reservoir does not meet other NR 811 requirements.
6. All water mains are not at least 6 inches in diameter.
7. Well houses have non-conforming entry point sample taps.

Discussion of Non-conforming Deficiency

- 1) Excessive moisture may be contributing to corrosion and chipping paint noted in both wellhouses. Improve heating, ventilation, or providing air conditioning to meet s. NR 811.25(6).
- 2) The pump bases at well 1 and 2 are less than 12 inches above the floor. Per s. NR 811.32(1)(a), the protective casing shall terminate above grade a minimum of 12 inches above a concrete floor. Submersible pump discharge pipes shall be extended to terminate through the top of the well casing.
- 3) The vent pipe diameters for well 1 and 2 are not 2 inches. Per NR 811.36(1), the vent shall be a minimum of 2 inches for well casings 10 inches in diameter and larger. In addition, the vent installed through the well pump casing, well seal, or concrete pump base must terminate at least 24" above the floor in reverse bend (or mushroom style cap) with a 24-mesh screen.
- 4) The ground storage reservoir overflow is too close to the ground. Per s. NR 811.64(4)(a)1, to protect the reservoir from contamination vectors, the overflow pipe of a water storage structure shall be brought down between 12 to 24 inches of the ground surface, discharge with a downward opening and a free air break over a drainage structure, splash pad or riprap.

- 5) The ground reservoir does not meet the following code requirement:
- a. Per s. NR 811.64(7)b access hatches shall be elevated no less than 24 inches above the top or covering sod. Current hatches are only a few inches above the original roof.

It is uncertain if the ground reservoir meets these requirements:

- a. Watertight roof or cover. The top of the reservoir has an additional roof constructed over the original. It is uncertain if this roof was added due to the original cover having infiltration issues. However, per s. NR 811.(2)a, due to damage to this additional structure, several potential areas have potential for animals and birds to access the original roof. Repairs to soffit and other intrusion vectors should be performed.
 - b. Piping from storage structure pressure requirements from s. NR 811.64(5)(a). While the department may approve inlet piping that is not under positive pressure at all times, inlet and outlet piping from a storage structure shall be under positive pressure at all times wherever practical and in conformance with s. NR 811.37 (1). Evaluate and correct reservoir inlet and outlet piping to determine pressures and potential issues.
- 6) While the PSC report states no undersized mains exist; however, there are two sections of water mains on the latest map provided to the department that show 1" and 2" lines. As stated in ch. NR 811.70(5), Wisconsin Administrative Code, the minimum diameter of water mains to provide water for fire protection and to serve fire hydrants is 6 inches. Verify the size of the mapped 2 inch Weaver Street and 1 inch and Cretney Street water main. If they are in fact undersized, upgrade to the minimum 6-inch diameter water mains with future infrastructure projects. This construction upgrade will require department plan approval. If the map is incorrect, update the map.
- 7) Entry point taps in well houses are non-conforming. As stated in s. NR 811.37(5), Wisconsin Administrative Code, if chemical addition, water treatment, or water storage is installed, a second entry point sampling faucet shall be installed as far downstream of the chemical injection, water treatment, or water storage as practical. If necessary, to obtain a water sample representing finished water quality, a water service lateral shall be brought back into the building and fitted with a sampling faucet after being connected to the finished water main outside the building. Depending on chemical injection points and valve configurations it may be possible to create a conforming entry point tap within well 1 without discharge piping modifications. Installing a frost free sampling hydrant at the water main nearest well the joint of the well discharge piping may also be installed.

Water Quality Monitoring and Reporting

Since the last sanitary survey, your system has been compliant with monitoring and recording requirements. We appreciate your continued efforts in complying with the Safe Drinking Water Act. Free chlorine is detected throughout the system and typically around 0.5 mg/L.

Combined radium samples from well 1 collected in March 2020 (5.8 pCi/l) and December 2020 (5.7pCi/l) exceeded the maximum contaminant level (MCL) of 5 pCi/L and samples in 2021 and 2023 were at or just below 5pCi/l. Quarterly sampling will continue to be required in 2024 to further evaluate the radium levels at this well. Due to PFOS+PFOA detection (4.66ppt vs well 2 non-detect), higher nitrate (averages ~4.5mg/L vs <1mg/L in well 2), and radium continuing to be at or near the MCL, the utility should continue to limit use of well 1 and consider changing the status of the well to an active emergency well and potentially develop another well within village limits.

The department required sampling of per- and polyfluoroalkyl substances (PFAS). The current PFOS+PFOA drinking water standard is 70 parts per trillion (ppt). Both wells were sampled for 18 compounds in the 3rd quarter with non detect (ND) results in well 2 and a combined PFOS+PFOA of 4.66 ppt in well 2. Sampling for PFAS in the fourth quarter of 2023 was waived due to the ND in well 1 and low combined result in well 2.

Nitrate, inorganics, volatile organics, synthetic organic, disinfection byproducts, and lead and copper sampling expected in 2023 have also been completed.

Lead and Copper Monitoring

Lead 90th percentiles with the current sampling method were 3.48 ug/L in 2023 and 2.81 ug/L in 2020 while copper 90th percentiles were 224 and 134 ug/L in the same sampling years. The action level for lead is 15 ug/L, and for copper the action level is 1300 ug/L. We have reviewed your water system's lead and copper monitoring history and it appears that the sites used have been appropriate and the consumer notice of lead and copper results and certification of notification forms for 2023 have been received.

The district currently has 15 approved tier 3 sites. Add tier 1 or 2 sites to your monitoring site plan if they are discovered.

As noted in recommendation #1, the Federal Lead and Copper Rule Revisions (LCRR) that are now in effect require all public water systems develop and submit a comprehensive service line material inventory to the DNR by October 16, 2024. Operators should continue to collect plumbing material information and note the source of information from all services when meters are changed, when cross connection inspections are made, during construction projects, or any other time they enter customers' premises. The recommended spreadsheet to be used to record this information was provided to the in the same email as this report.

Required Reports, Records, and Utility Programs

Our records show that the district has completed and distributed the required Consumer Confidence Reports (CCRs) since the last survey. The completed certification forms were also sent to the proper office. The CCRs must continue to be distributed before July 1st of every year. Please continue to send Nathan Wells copies of the final reports and the completed certification forms.

As noted in deficiency #3, no emergency operation plan (EOP) was available to review during the sanitary survey. Ensure this document is created, audited, and updated on at least an annual basis. The department also recommends adding standards of procedures (SOP) in the event of a chemical overfeed, well house auxiliary power use, procedures to recover from main breaks and pressure loss events.

Hydrant flushing and valve exercising seems adequate for the system. System hydrants are required to be flushed at least once every two years and all valves need to be exercised once every two to five years. As reported by operator, valves are exercised annually and hydrants flushed 1-2x a year.

Cross connections inspections are occurring with service meter replacements and Dale anticipates completing those meter replacements throughout the community in the next 2-3 years. Cross connections are any connection to a potable water system which could allow contaminants to enter household premise plumbing or the municipal distribution system through backpressure or back-siphonage. Any connections between the public water system and potential contamination sources like a private well, toilets, water softeners, etc., must be eliminated. **While being performed, no record of the 2022 Water Supply Cross Connection Survey Summary Report has been found for**

Ridgeway. A copy of the report will be sent to Dale. Please submit this summary to the department as soon as possible. Typically, the summary report is submitted to the department March 1st the following year.

Electronic monthly operation reports (eMOR) are required to be filled out and submitted to the department on or before the tenth day of the following month. No eMOR has been late since November 2019.

The district has the required private well ordinance and no unpermitted wells are known to exist in the community. If new wells are discovered or properties are annexed, the owners must also be made aware of the requirements in the private well abandonment ordinance.

Certified Operator

Chapter NR 114, Wis. Admin. Code, specifies the requirements for a certified waterworks operator. To be fully certified the utility must employ at least one person that is a Grade 1 operator in Groundwater (G) and Distribution (D). One operator currently meet this requirement and Dale Peterson is listed as the operator in charge in the department database.

Water System Security

We recommend that you conduct a daily security check of your entire drinking water system to ensure doors are locked, windows secured, and nothing has been tampered with. Additional methods of enhanced security often used on water system facilities are chain link fencing, intrusion alarms, security cameras, and increased patrols of remote facilities. Continue to enhance physical security whenever possible and ensure updates to software and potential vectors for cybersecurity threats are reduced or eliminated.

Cyber-attacks have been striking critical infrastructure across the United States with increased frequency in recent years. The department recommends Ridgeway evaluate existing cybersecurity practices and make improvements to reduce vulnerability to cyber-attacks. Consider using the following resources to determine if improvements can be made to the Village's existing system.

- The U.S. EPA [Water Cybersecurity Assessment Tool and Risk Mitigation Plan](#) can be used to assess your existing cybersecurity practices and provides a risk mitigation plan.
- The U.S. EPA offers [cybersecurity technical assistance for water utilities](#) to help water systems improve their cybersecurity practices.
- Additional information and resources on water system cybersecurity can be found at the U.S. EPA [Cybersecurity Webpage](#).

System Summary Information

A water system summary is attached below. Please review for accuracy and notify your department representative if any changes need to be made.

Capacity Development Evaluation

This sanitary survey serves as an evaluation of the capabilities of your water system. This system has been determined to have adequate technical, managerial, and financial capacity to provide safe drinking water. As noted in recommendation #6, due to costs associated with the elevated tank rehab and painting in addition to ensure funds are available for future projects it is recommended the utility applies for a Conventional Rate Case (CSC) increase.

The ability to plan for, achieve, and maintain compliance with applicable drinking water standards has been demonstrated and the additional well that is developed will help ensure volume capacity and fire flows are met. The next sanitary survey of your system is scheduled to take place in 2026. The operator in charge will be contacted prior to the survey to schedule a date that is convenient for them.

Required Action

Please respond by **December 9, 2023** with notification that deficiencies have been corrected or that you agree to correct the deficiencies identified in this letter by the suggested due dates. Sending the cross connection survey summary report for 2022 as well. Please provide a reason and an alternative date for correcting these deficiencies if you believe more time is required. If you disagree with a listed deficiency, provide reasoning with your response. If past documents were submitted to another department representative or me, please direct me to the date the document was emailed or kindly provide an additional copy by email or mail service. Please also consider correcting non-conforming features and recommendations discussed in this letter.

Thank you for your staff's assistance during the sanitary survey. If you have any questions about this letter, you can reach me by phone at 608.843.4895, or email nathan.wells@wisconsin.gov.

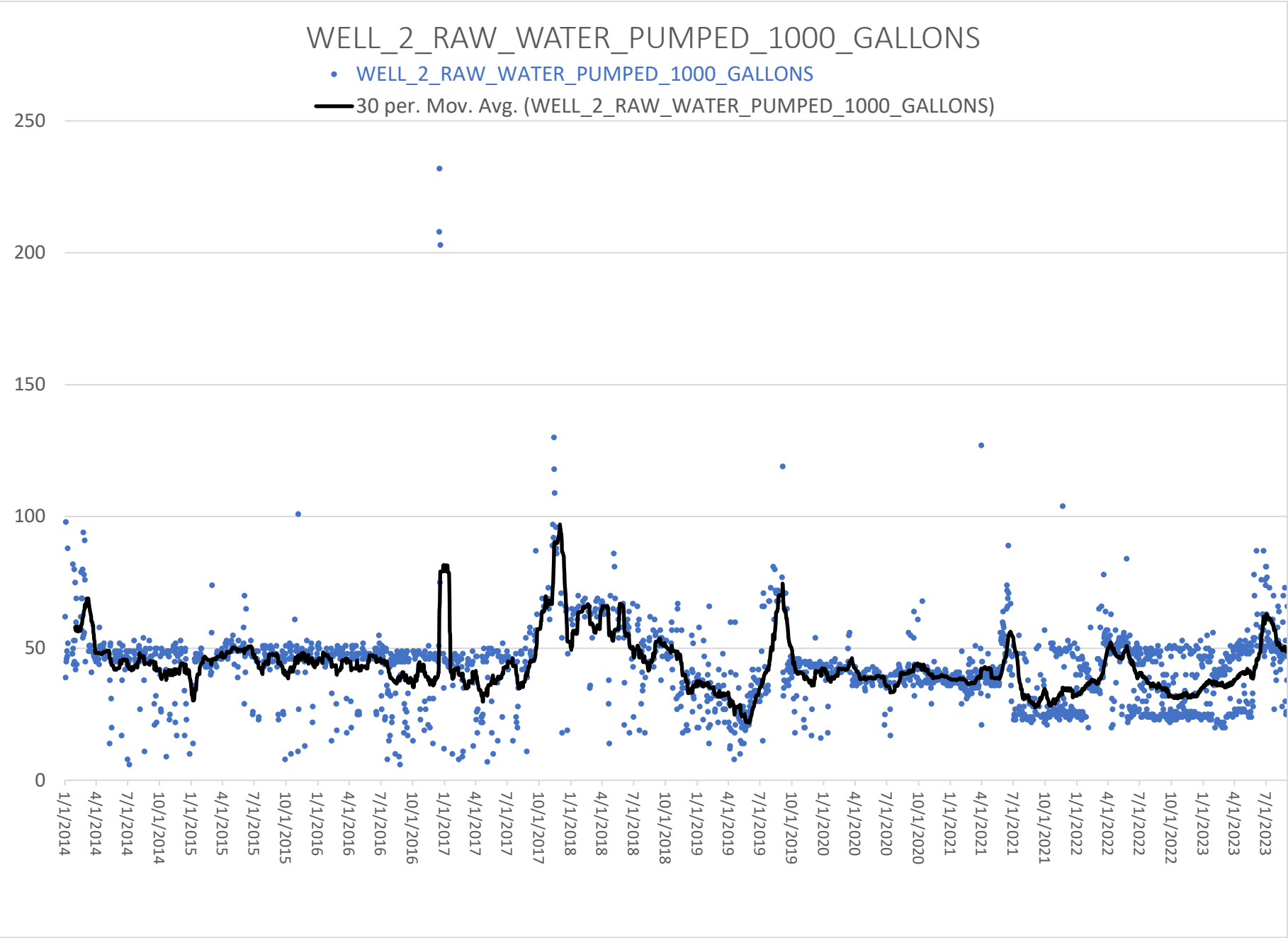
Sincerely,



Nathan Wells

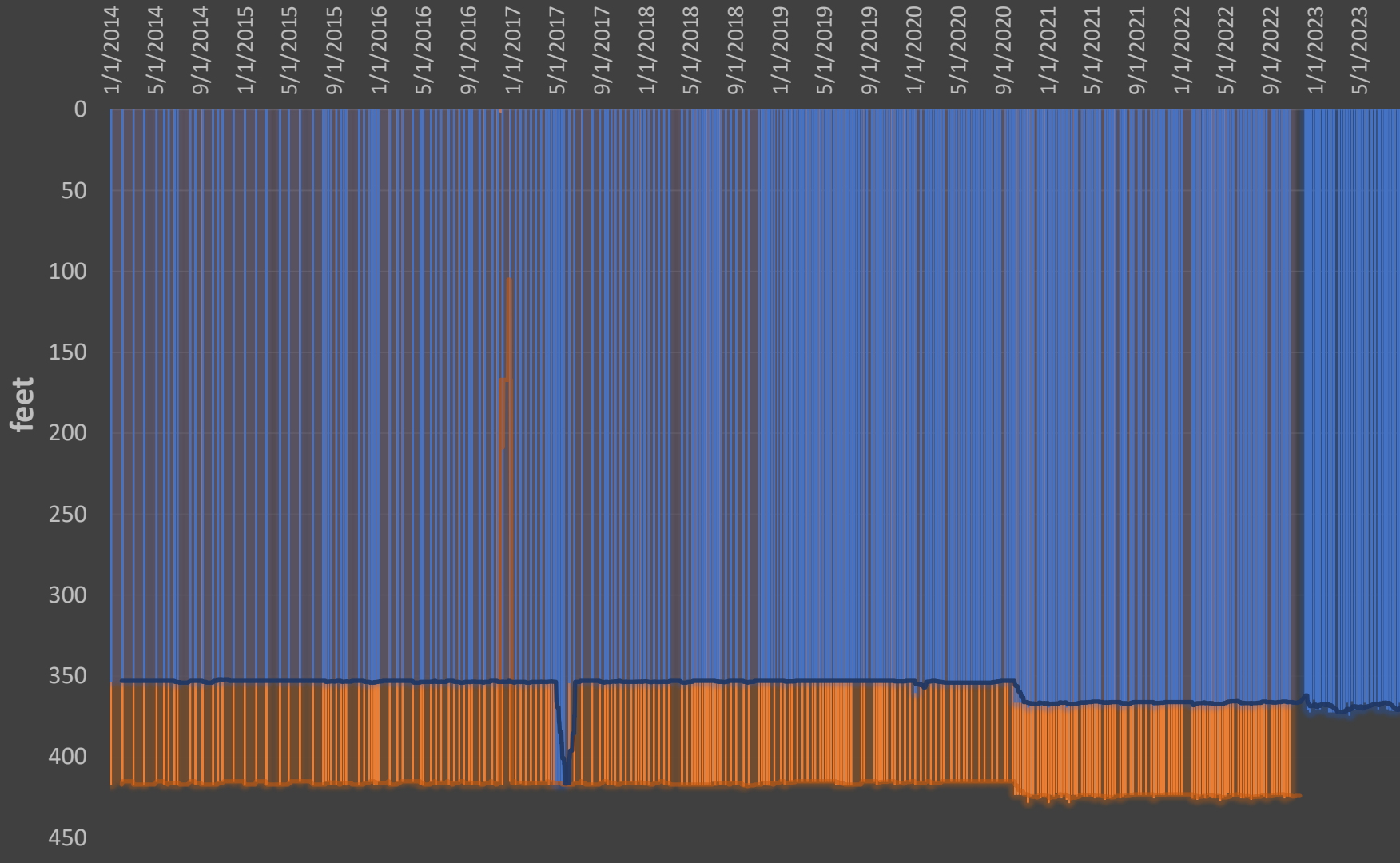
Encl.

cc: Bureau of Drinking Water/Groundwater - DG/5
Dale Peterson, Operator in Charge, Ridgeway Waterworks
Sophia Stevenson, Wisconsin DNR



Well 2 Pumping and Static Levels

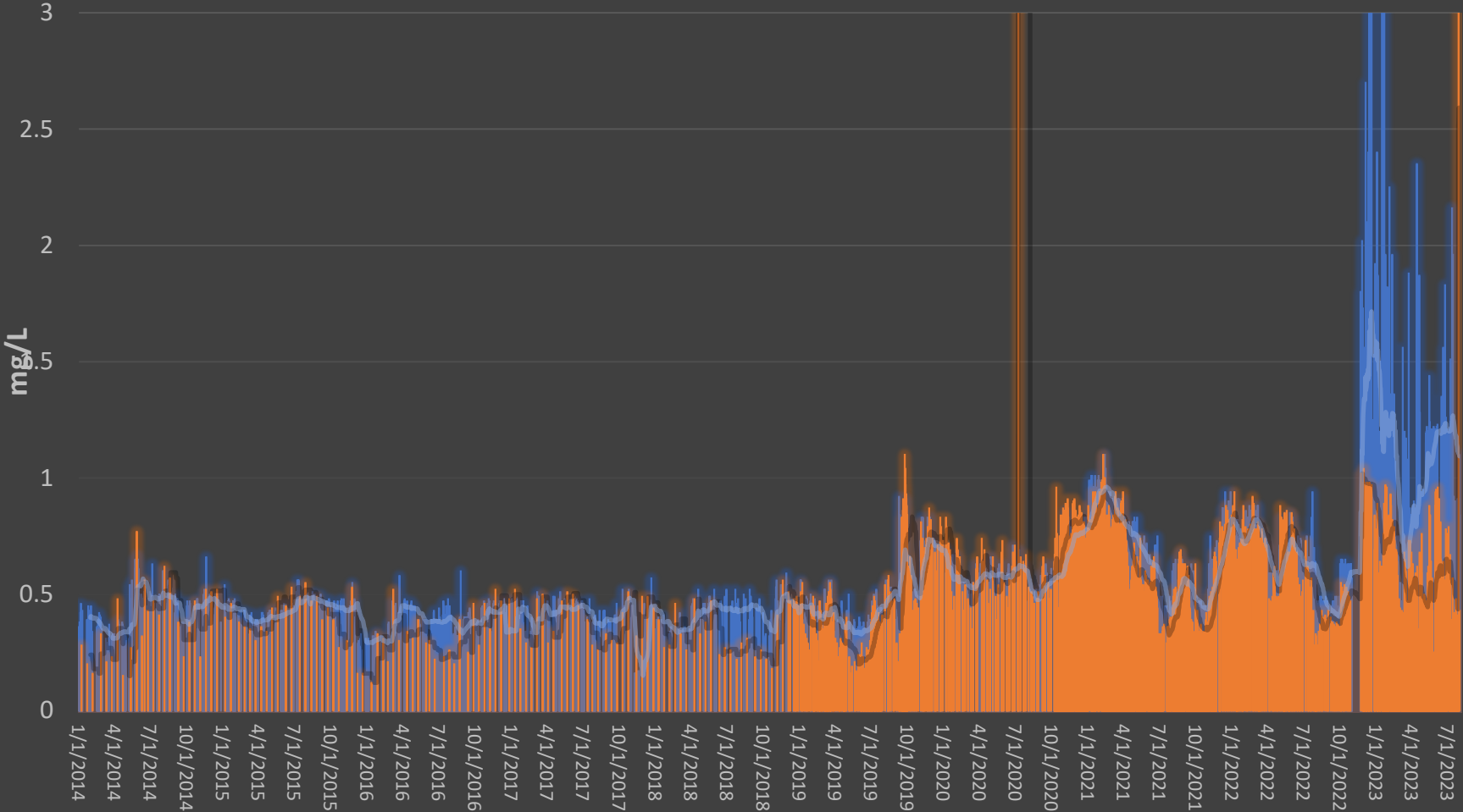
- WELL_2_WELL_WATER_LEVELS_PUMPING_WATER_LEVEL_FEET
- WELL_2_WELL_WATER_LEVELS_STATIC_WATER_LEVEL_FEET

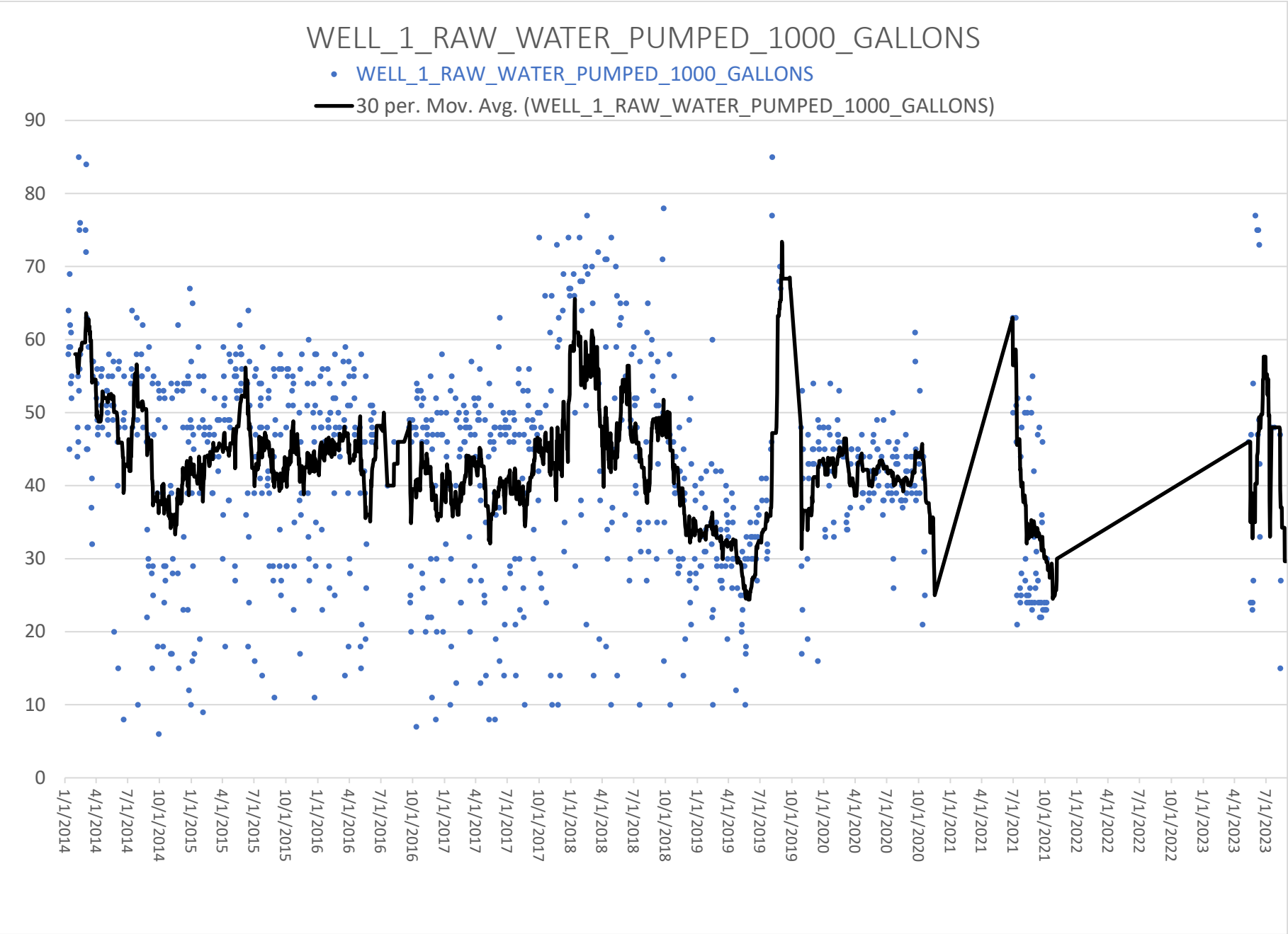


Well 2 Calculated vs. Residual Chlorine dose

- WELL_2_CHLORINE_CALCULATED_DOSE_MGL
- System Operational Area, Free Chlorine Residual

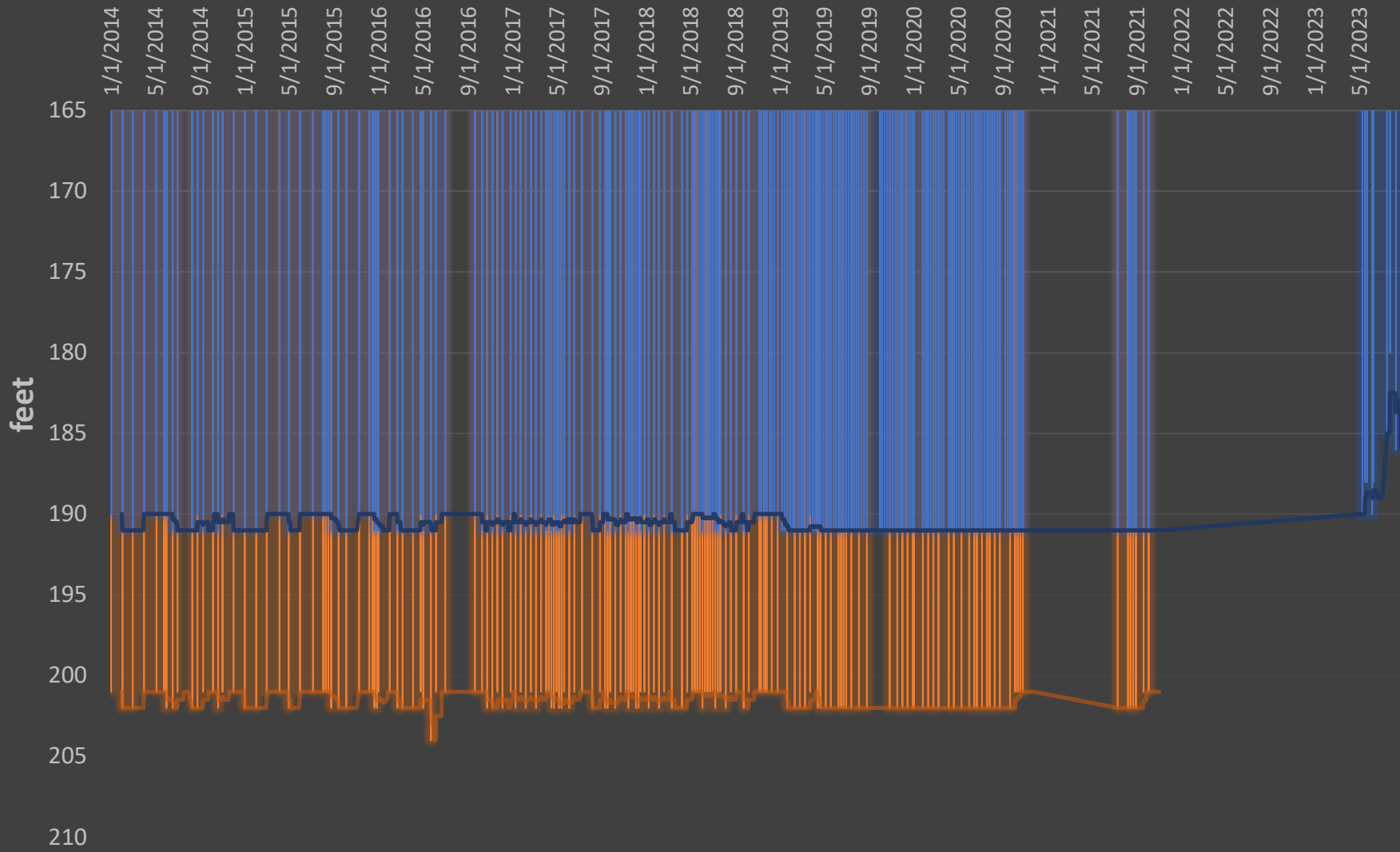
Trendlines are 30 day moving averages





Well 1 Pumping and Static Levels

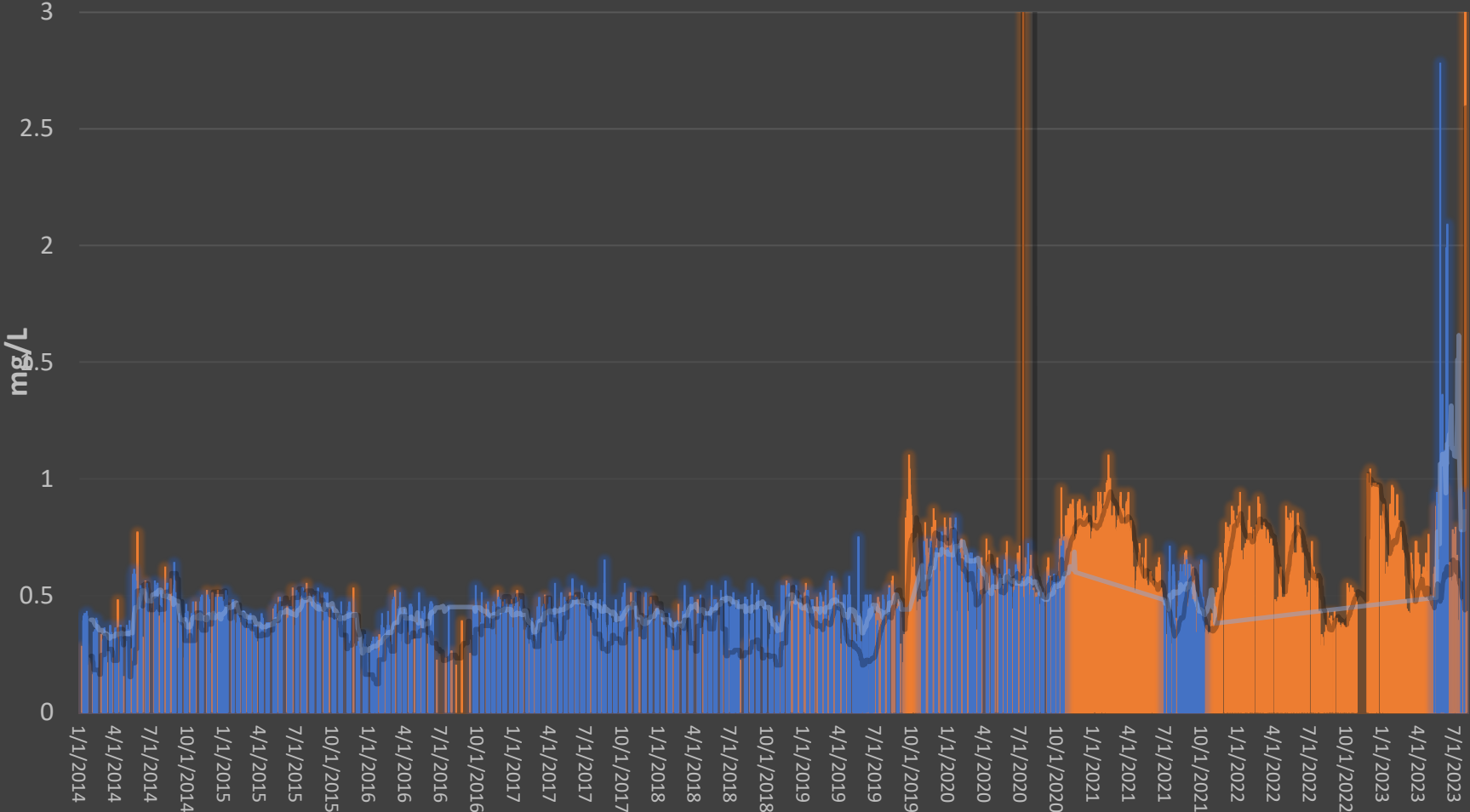
- WELL_1_WELL_WATER_LEVELS_PUMPING_WATER_LEVEL_FEET
- WELL_1_WELL_WATER_LEVELS_STATIC_WATER_LEVEL_FEET



Well 1 Calculated vs. Residual Chlorine dose

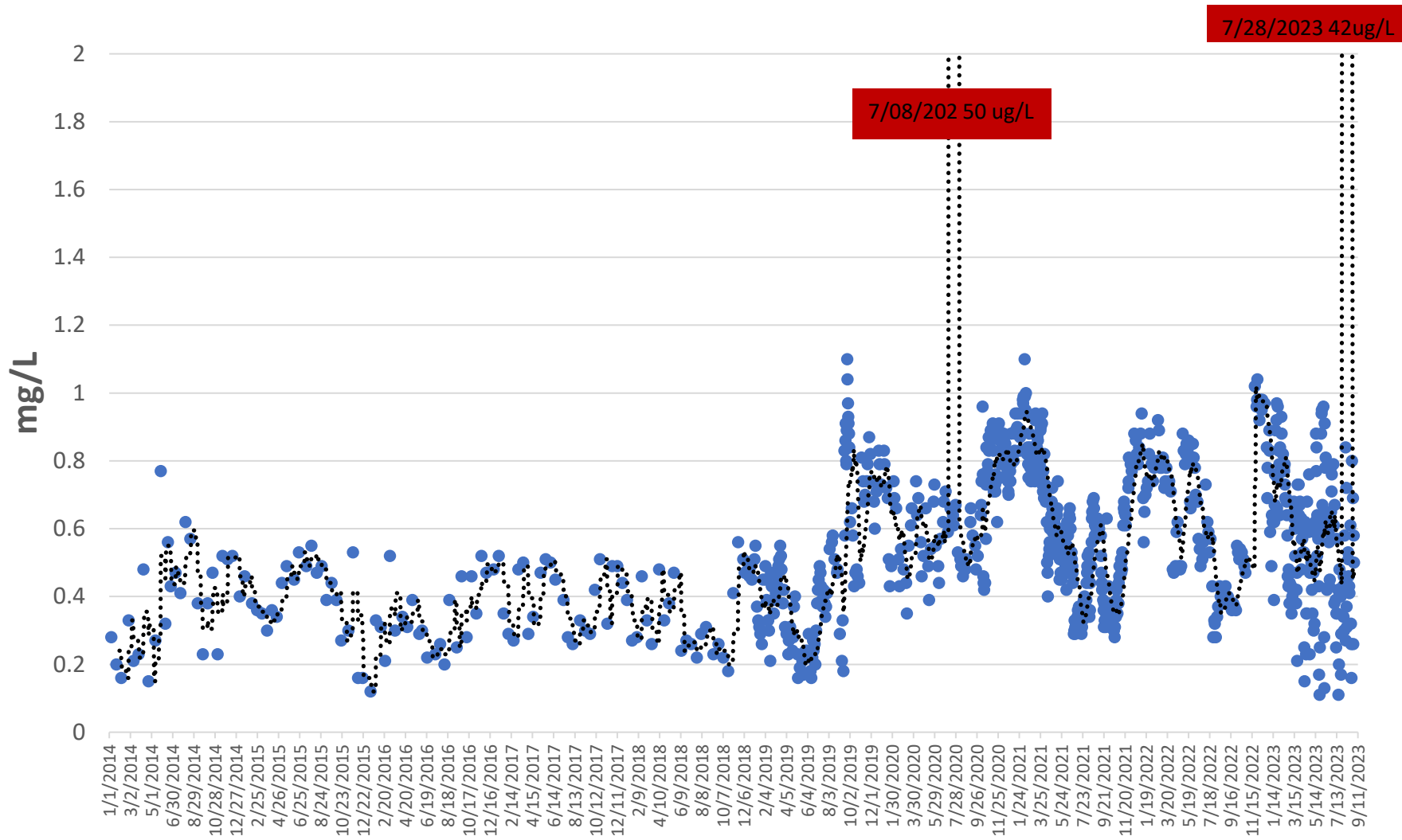
- System Operational Area, Free Chlorine Residual
- WELL_1_CHLORINE_CALCULATED_DOSE_MGL

Trendlines are 30 day moving averages



System Operational Area, Chlorine Residual - free

- System Operational Area, Free Chlorine Residual
- 30 per. Mov. Avg. (System Operational Area, Free Chlorine Residual)



James Orr Coating Inspection

WIDNR Water Tank Inspection Proposal
Interior Wet Drain and Clean Out Inspection
40,000 Gallon Downtown Tank
Ridgeway Water Utility, Ridgeway, WI

Item 9.

The proposal agreement between James Orr Coating Inspection LLC and **Ridgeway Water Utility, Ridgeway, WI** (OWNER) will contract with James Orr Coating Inspection LLC for concrete water tank inspection and report writing service for the above referenced project.

BASIC AGREEMENT

James Orr Coating Inspection LLC shall provide detailed inspection services as compensation for their services and the compensation shall be **Three Thousand dollars (\$3,000.00)**.

Terms of the charges and payments per details in Schedule B. (Prices quoted are subject to change 90 days after the proposal date).

SCOPE OF SERVICES

Water Tank Interior Wet Drain and Clean Inspection per schedule A.

SIGNATURES

JAMES ORR 11/13/2023
Proposed by JOCI

PROPOSAL APPROVED BY OWNER. POSITION DATE

CO-SIGNATURE (IF REQUIRED) POSITION DATE

SIGNATURE OF JAMES ORR DATE

James Orr Coating Inspection
WIDNR Water Tank Inspection Proposal
Interior Wet Drain and Clean Out Inspection
40,000 Gallon Downtown Tank
Ridgeway Water Utility, Ridgeway, WI

Item 9.

SCHEDULE A
Scope of Services

1. Install a temporary ladder to gain access to the floor of the water tank.
2. To install safety rope with a rope grab to be in compliance with OSHA.
3. To blow fresh air into the tank and to monitor the air with a 4-gas meter.
4. Drain and power wash clean out the ground storage tank of sediment approximately 99%. The hydrants used may need to be back flushed after tank cleaning.
5. Inspect foundation. Note any cracks, displacement concrete erosion, deterioration, etc.
6. Inspect interior and exterior of tank.
7. Inspect bottom of tank including overflow connection and piping, etc. Make notes of defects.
8. Re-chlorinate the tank and close the hatch securely.
9. Prepare a written report of the condition observation and recommendations for city records, Include the work to be done at the time of the repainting project. Provide a detailed assessment inspection report along with digital photographs. Fill out the 6-page WIDNR inspection report and sign.

James Orr Coating Inspection

WIDNR Water Tank Inspection Proposal
Interior Wet Drain and Clean Out Inspection
40,000 Gallon Downtown Tank
Ridgeway Water Utility, Ridgeway, WI

Item 9.

Schedule B

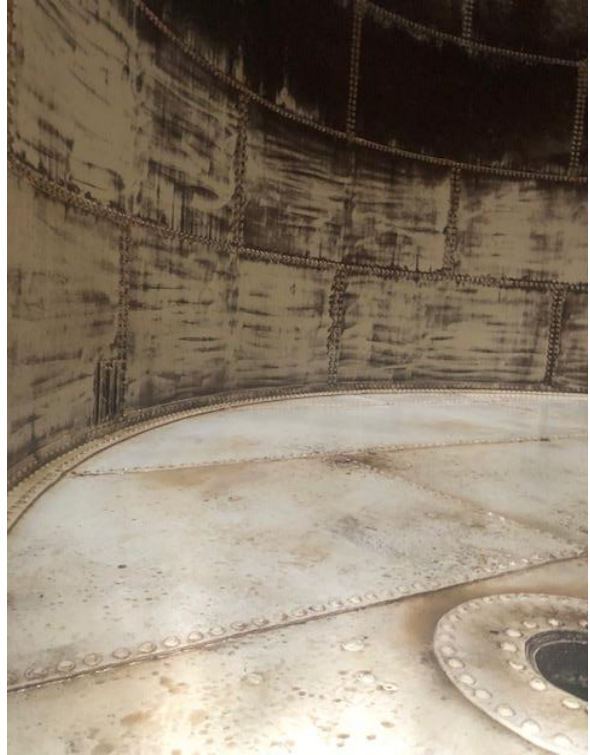
Payment Schedule

1. Compensation for Schedule A, Item 1-9 40,000 Gallon Concrete Tank Inspection shall be a lump sum fee of **\$3,000.00** which includes 2 Hours of tank cleaning, travel, inspection, re-chlorination and written reports with digital photographs.
2. Invoices to be paid 30 days after invoice date.

James Orr Coating Inspection

WIDNR Water Tank Inspection Proposal
Interior Wet Drain and Clean Out Inspection
40,000 Gallon Downtown Tank
Ridgeway Water Utility, Ridgeway, WI

Item 9.



Baraboo WIDNR 5 Year Drain and Clean Out Inspection 277K Standpipe – 2022

James Orr Coating Inspection

WIDNR Water Tank Inspection Proposal
Interior Wet Drain and Clean Out Inspection
40,000 Gallon Downtown Tank
Ridgeway Water Utility, Ridgeway, WI

Item 9.



Baraboo WIDNR 5 Year Drain and Clean Out Inspection 250K Sphere – 2022

James Orr Coating Inspection

WIDNR Water Tank Inspection Proposal
Interior Wet Drain and Clean Out Inspection
40,000 Gallon Downtown Tank
Ridgeway Water Utility, Ridgeway, WI

Item 9.



Caledonia WIDNR 5 Year ROV Inspection 750k Composite – 2022

James Orr Coating Inspection

WIDNR Water Tank Inspection Proposal
Interior Wet Drain and Clean Out Inspection
40,000 Gallon Downtown Tank
Ridgeway Water Utility, Ridgeway, WI

Item 9.



Middleton WIDNR 5 Year ROV Inspection 1MG Reservoir – 2022

James Orr Coating Inspection

WIDNR Water Tank Inspection Proposal
Interior Wet Drain and Clean Out Inspection
40,000 Gallon Downtown Tank
Ridgeway Water Utility, Ridgeway, WI

Item 9.



Cedarburg WIDNR 5 Year Drain and Clean Out Inspection 1MG Reservoir – 2022

Water Tower Clean and Coat, Inc Proposal For Services



Prepared For:

Dale Peterson
Ridgeway Utilities

Prepared By:

Russ Fiene
Water Tower Clean & Coat, Inc.
608-592-7574 office
608-279-3438 cell

Customer P.O. #

Water Tower Clean and Coat
W11822 Reynolds Rd.
Lodi, WI 53555

EIN # 391-851002

Phone # (608) 592-7574
Fax # (608) 592-7574

Description	Quote
<p>Interior drained cleaning and inspection of the Ridgeway water reservoir. Includes a picture report of all aspects of the tank along with cost estimates for any needed repairs and WI DNR 5 Year Reservoir Inspection Form 3300-248.</p>	\$3500.00
<p>Note:</p>	

Please sign, date and fax this proposal to (608) 592-7574

Total: \$ 3500.00

Customer Signature _____ Date Accepted _____



November 01, 2023

Mailing Address:
PO Box 8909 #6-301
Madison WI 53708-8909
Phone: (608) 266-8184
Fax: (608) 267-1355
eqlmsn@wisconsin.gov

Hailey Roessler
Clerk, Village of Ridgeway
County of Iowa
208 Jarvis St, Suite A
Ridgeway, WI 53582

First Notice of Non-Compliance

Notice information

Full value assessment - state law (sec. 70.05(5)(b), Wis. Stats.), requires a taxation district to assess property at full value at least once in every 5-year period. To meet this requirement, the total assessed value of each major class must be between 90% and 110% of full value. A 'major class' of property is defined as a property class that includes more than 10% of the full value of the taxation district. If the assessed value of each major class of property in a taxation district is not within 10% of full value at least once during a four year period, the Wisconsin Department of Revenue (DOR) is required to notify the taxation district.

Non-compliance timeline - after four consecutive years of non-compliance, DOR issues the First Notice of Non-Compliance. After five consecutive years of non-compliance, we issue the Second Notice of Non-Compliance. If a taxation district is out of compliance for six consecutive years, DOR issues an Order for Supervised Assessment.

Compliance status

The Village of Ridgeway has been out of compliance for four consecutive years, which does not meet the statutory requirement. DOR calculated the following percentages of assessed to full value for major classes of property in the taxation district for the current and three preceding years. If a ratio is not displayed, it is not a major class.

Table with 5 columns: Class, 2020, 2021, 2022, 2023. Rows include Residential (88.63, 87.58, 72.47, 65.26), Commercial, Undeveloped, Ag Forest, Forest, & Other, and Personal Property.

Note: If the Statement of Assessment was not available as of this notice, ratios could not be calculated and are displayed as zeros.

Next steps

If the assessed value of each major class of property is not within 10% of the full value in 2024, the taxation district will not be in compliance with state law (sec. 70.05 (5)(d), Wis. Stats.), and DOR will issue a Second Notice of Non-Compliance. If compliance is not achieved in 2025, DOR will order "Special Supervision" of the following year's assessment for the taxation district.

Direct Inquiries To: Charles Paskey
Supervisor of Equalization
Madison District Office

cc: Head of Government
Assessor

ImageCast Election Hardware Maintenance Agreement

Customer **Village of Ridgeway**

County **Iowa**

Contact Hailey Roessler

Address 208 Jarvis ST

C/S/Z Ridgeway WI 53582

Email clerk@ridgewaywi.gov

Date 11/1/2023

Phone# 608.924.5881

Service Depot

Service Site Iowa County

RECEIVED

NOV 02 2023

Village of Ridgeway

Commencement Date

January 1, 2024

Expiration Date

December 31, 2024

Contract Type	Hardware Type	Quantity	Serial #'s	Maintenance Fee	Contract #
HMA	ICE	1	AAFEBKR0009	\$410	4122
HMA	ICE - ATI	1	ATI000796		4122
HMA	ICE - BalBox	1	AAUCBKI0006		4122

Includes: Annual Preventative Maintenance
Parts, Labor, and Service
PreLAT and Public Test Support
Election Day and Night Support
Election Guide Updates
Backup Units Available
Post Election Support/Maintenance

Please see the Terms and Conditions on the reverse side of this document.

Please sign this Agreement and return it with your payment.

Thank you for your business !

Total of this Agreement

\$410.00

of Units

3

Command Central, LLC

Village of Ridgeway

(I've reviewed and agree to the Terms and Conditions on the reverse side.)

By



By

Title President

Title

Date November 1, 2023

Date

November 7, 2023

The Village Board
Village of Ridgeway
Ridgeway, WI 53582

We are pleased to confirm our understanding of the services we are to provide the Village of Ridgeway, Wisconsin for the year ending December 31, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Village of Ridgeway, Wisconsin as of and for the year ending December 31, 2023. Accounting principles generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as budgetary comparison schedules, to supplement the Village of Ridgeway, Wisconsin's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village of Ridgeway, Wisconsin's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis (if prepared by management)
- 2) Budgetary Comparison Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the Village of Ridgeway's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Combining Nonmajor Fund Schedules

Audit Scope and Objectives (Continued)

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Turnover in key personnel (clerk/treasurer and deputy clerk/treasurer).
- Material audit adjustments were required in prior years.
- Possibility of management override of controls and limited segregation of duties.
- Improper revenue recognition related to increased intergovernmental funding.
- Capital asset additions might not be properly capitalized and depreciated.
- New governmental accounting standard effective for the December 31, 2023 audit – GASB 96.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Village of Ridgeway, Wisconsin's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements, maintaining depreciation schedules, and maintaining lease schedules of the Village of Ridgeway in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the depreciation schedules, lease schedules, and financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services, depreciation schedules, lease schedules and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the website with the original document.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Johnson Block & Co., Inc. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulators or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Johnson Block & Co., Inc.’s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulators or its designee. The regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Shawn Roelli is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees for these services are stated below plus out-of-pocket costs (such as staff travel, mileage, confirmation service provider fees, etc.).

	<u>2023</u>
Audit Services	
General Fund and other governmental funds	\$ 9,000
TIF District (annual activity)	1,000
Water Utility	5,000
Sewer Utility	5,000
State Financial Report (Form C)	2,500
Public Service Commission Annual Report	<u>2,500</u>
Total	<u>\$ 25,000</u>

The Department of Revenue requires the submission of a TID Annual Report (PE-300) for TIF Districts. Time to compile TID Annual Reports will be billed at our standard hourly rates.

Governmental depreciation schedules are required by Governmental Accounting Standards Board Statement No. 34 (GASB 34). Assistance related to governmental depreciation schedules will be billed at our standard hourly rates.

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

The attached Addendums A and B, which are an integral part of this engagement letter, relate to our preparation of the PSC and Municipal Financial Report forms.

Engagement Administration, Fees, and Other (Continued)

This letter was prepared under the assumption that a single audit performed in accordance with the Uniform Guidance will not be required. If we are requested or required by governmental agencies to audit additional funds or programs not included in our proposal, our time performing these services would be billed at our standard hourly rates. The amount of time spent on a Single Audit is dependent on the type of major programs to be tested.

Changes in Accounting and Audit Standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in this letter increases due to such changes, our fee may need to be adjusted.

Governmental Accounting Standards Board Statement No. 96, Subscription-Based Information Technology Arrangements (SBITA), is required to be implemented for the year ending December 31, 2023. Addendum C outlines the terms of non-attest services to be provided should the Village of Ridgeway decide to request assistance with the necessary accounting and reporting of this standard.

Unanticipated Services

Below are services considered to be outside the scope of our engagement. If any such service needs to be completed before the audit can proceed in an efficient manner, we will determine whether we can provide the service and maintain our independence. If appropriate, we will notify you and provide a fair and reasonable price for providing the service. We will bill you for the service at periodic dates after the additional service has been performed.

Bookkeeping services

Bookkeeping services are not audit services. Bookkeeping services include but are not limited to the following activities:

- Preparation of a trial balance
- Account or bank statement reconciliations
- Capital asset accounting (e.g., calculating depreciation, identify capital assets for additions and deletions)
- Significant additional time spent calculating accruals
- Processing immaterial adjustments through the financial statements requested by management
- Adjusting the financial statements for new activities and new disclosures

Additional work resulting from unanticipated changes in your organization or accounting records

If your organization undergoes significant changes in key personnel, accounting systems, and/or internal control, we are required to update our audit documentation and audit plan. The following are examples of situations that will require additional audit work:

- Deterioration in the quality of the entity's accounting records during the current-year engagement in comparison to the prior-year engagement
- Significant new accounting issues, significant changes in your volume of business or new or unusual transactions
- Changes in audit scope or requirements resulting from changes in your activities
- Erroneous or incomplete accounting records
- Implementation or adoption of new or existing accounting, reporting, regulatory, or tax requirements and any applicable financial statement disclosures

Nonattest and Other Services

Prior to or as part of our audit engagement, it may be necessary for us to perform certain nonattest services including, but not limited to, compiling the PSC annual report and DOR forms, preparing a draft of your financial statements and maintenance of depreciation and lease schedules. We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide. In connection with our performance of any nonattest services, you agree that you will:

- Continue to make all management decisions and perform all management functions including approving all journal entries and general ledger classifications when they are submitted to you.
- Designate employee(s) with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- Evaluate the adequacy and results of the nonattest services we perform.
- Accept responsibility for the results of our nonattest services.
- Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

Reporting

We will issue a written report upon completion of our audit of the Village of Ridgeway, Wisconsin's financial statements. Our report will be addressed to the Village Board of Ridgeway. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the Village of Ridgeway and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Johnson Block & Company, Inc.

Johnson Block & Co., Inc.

RESPONSE:

This letter correctly sets forth the understanding of the Village of Ridgeway, Wisconsin.

Signature: _____

Title: _____

Date: _____

ADDENDUM A

We will perform the following services:

We will compile, from information you provide, the annual Financial Report Forms to the Wisconsin Department of Revenue, for the year ending December 31, 2023. Upon completion of the compilation of the annual Financial Report Forms, we will provide the Village with our accountant's compilation report. If, for any reason caused by or relating to affairs or management of the Village, we are unable to complete the compilation or if we determine in our professional judgement the circumstances necessitate, we may withdraw and decline to submit the annual Financial Report Forms to you as a result of this engagement.

Our Responsibilities and Limitations

We will be responsible for performing the compilation in accordance with *Statements on Standards for Accounting and Review Services* established by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements. We will utilize information that is the representation of management without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with accounting principles generally accepted in the United States of America.

Our engagement cannot be relied upon to disclose errors, fraud, or other illegal acts that may exist and, because of the limited nature of our work, detection is highly unlikely. However, we will inform the appropriate level of management of any material errors, and of any evidence that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

Management's Responsibilities

The Village's management is responsible for the financial statements referred to above. In this regard, management is responsible for (i) the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, (ii) designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements, (iii) preventing and detecting fraud, (iv) identifying and ensuring that the entity complies with the laws and regulations applicable to its activities, and (v) making all financial records and related information available to us. Management also is responsible for identifying and ensuring that the Village complies with the laws and regulations applicable to its activities.

Management is responsible for providing us with the information necessary for the compilation of the financial statements and the completeness and the accuracy of that information and for making Village personnel available to whom we may direct inquiries regarding the compilation. We may make specific inquiries of management and others about the representations embodied in the financial statements.

ADDENDUM B

We will perform the following services:

We will compile, from information you provide, the Public Service Commission Annual Report, including the balance sheet of the electric and water utility, an enterprise fund of the Village of Ridgeway, as of December 31, 2023 and the related statements of income and retained earnings for the year then ending and the supplemental schedules as of and for the year ending December 31, 2023. Upon completion of the Public Service Commission Annual Report, we will provide the Village with our accountant's compilation report. If, for any reason caused by or relating to affairs or management of the Village, we are unable to complete the compilation or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to submit the Public Service Commission Annual Report to you as a result of this engagement.

Our Responsibilities and Limitations

We will be responsible for performing the compilation in accordance with *Statements on Standards for Accounting and Review Services* established by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements. We will utilize information that is the representation of management without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with accounting principles generally accepted in the United States of America.

Our engagement cannot be relied upon to disclose errors, fraud, or other illegal acts that may exist and, because of the limited nature of our work, detection is highly unlikely. However, we will inform the appropriate level of management of any material errors, and of any evidence that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

Management's Responsibilities

The Village's management is responsible for the financial statements referred to above. In this regard, management is responsible for (i) the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, (ii) designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements, (iii) preventing and detecting fraud, (iv) identifying and ensuring that the entity complies with the laws and regulations applicable to its activities, and (v) making all financial records and related information available to us. Management also is responsible for identifying and ensuring that the Village complies with the laws and regulations applicable to its activities.

Management is responsible for providing us with the information necessary for the compilation of the financial statements and the completeness and the accuracy of that information and for making Village personnel available to whom we may direct inquiries regarding the compilation. We may make specific inquiries of management and others about the representations embodied in the financial statements.

ADDENDUM C
GASB Statement No. 87, Leases and GASB Statement No. 96, Subscription-Based Information Technology Arrangements (SBITA)

Non-attest services

We will provide the following non-attest services:

- Calculate the lease asset and lease liability (lease schedule) based on the lease information you provide to us.
- Calculate the subscription asset and corresponding subscription liability based on the information you provide to us
- Propose journal entries to record the asset and liability in accordance with GASB Statement No. 87 and/or 96 and the related expenses.
- Assist with drafting the related GASB Statement No. 87 and/or 96 financial statement disclosures.
- Provide to you sufficient information for you to oversee the services, evaluate the adequacy and results of the services; accept responsibility for the results of the services and ensure your data and records are complete.

Client information requirements

The Village agrees it is solely responsible for the accuracy, completeness, and reliability of all of the Village's data and information that it provides us for our engagement. The Village agrees it will provide any requested information on or before the date we commence performance of the services.

Our responsibilities related to the non-attest services and the related limitations:

We will not assume management responsibilities, perform management functions, or make management decisions on behalf of the Village. However, we will provide advice and recommendations to assist management in performing its responsibilities.

This engagement is limited to the non-attest services outlined above. We, in our sole professional judgment, reserve the right to refuse to do any procedure or take any action that could be construed as assuming management responsibilities, making management decisions, or performing management functions, including approving journal entries. We will advise the Village with regard to positions taken in the performance of the non-attest services, but management must make all decisions with regard to those matters.

Our engagement cannot be relied upon to disclose errors, fraud, or noncompliance with laws and regulations. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

We have no responsibility to ensure the Village's lease accounting practices, systems, or reports comply with applicable laws or regulations, all of which remain your sole responsibility.

Because the services listed above do not constitute an examination, audit, or review, we will not express an opinion or conclusion or issue a written report on your application of the requirements of GASB Statement No. 87 and/or 96 as it relates to contracts. You agree that our services are not intended to be used by a third party in reaching a decision on the application of the requirements of GASB Statement No. 87 and/or 96 to a specific transaction..

ADDENDUM C (Continued)

Management’s responsibilities related to non-attest services

For all non-attest services we may provide to you, management agrees to assume all management responsibilities, including determining, reviewing, and approving lease information and schedules and related journal entries; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Fees

Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill for expenses, including applicable software costs.

Use of Cloud Based Accounting Solution

Johnson Block & Company, Inc. intends to perform said non-attest services described above through the use of a third-party cloud-based solution (LeaseCrunch).

As part of its agreement with the Village (“Client”), Johnson Block & Company, Inc. may provide Client access to a cloud-based accounting solution provided by LeaseCrunch, LLC (“LeaseCrunch Services”). As between the Client and Johnson Block & Company, Inc., Johnson Block & Company, Inc. disclaims all liability related in any way to the Client’s use of the LeaseCrunch Services. Johnson Block & Company, Inc. also disclaims any warranties related to the LeaseCrunch Services. Client is solely responsible for the acts and omissions of any third party, including employees or contractors, who Client has designated as a user of the LeaseCrunch Services (each an “End User”). Each End User is required to accept the LeaseCrunch Acceptable Use Policy upon initial login to the LeaseCrunch Services. Client agrees to indemnify and hold Johnson Block & Company, Inc. and its affiliates harmless from any and all liability and expenses, including reasonable attorneys' fees and costs, related to third-party claims arising out of Client’s or its End User’s use of LeaseCrunch Services in violation of LeaseCrunch’s Acceptable Use Policy.



Ridgeway Clerk
<clerk@ridgewaywi.gov>

Holiday Celebration Budget

1 message

Michele Casper

<president@ridgewaywi.gov>

Wed, Nov 8, 2023 at
6:27 PM

To: Hailey Roessler <clerk@ridgewaywi.gov>

On Tuesday, we will need Board approval for the
December 9th Holiday
Celebration Budget:

Santa \$200

Treat Bags \$750

Advertising \$150 (WDMP & Dodgeville Chronicle)

Printing Flyers \$75

Fireworks \$1,000

Parade Prizes \$250

Estimated Total \$2425

Expenses will be covered from Concession Stand profits.

Thanks,
Michele

--

Michele Casper
Village of Ridgeway President
ridgewaywi.gov



Hailey Roessler <clerk@ridgewaywi.gov>

Mixer/Stuff for Community Center

Greg Reynolds <rockinhighlands@gmail.com>
To: Hailey Roessler <clerk@ridgewaywi.gov>

Thu, Oct 19, 2023 at 12:16 PM

We have some equipment that might work, if the center is looking to buy a small system that is versatile, I would recommend these items. A small compact mixer that can output to the speakers at the school now. And a handheld mic with a switch on it.

Mixer: Yamaha MG06 \$137.99

Mic: Shure SM48S-LC \$49.95

and a

Mic cable if needed

Sweetwater has both in stock and they have fast shipping

<https://www.sweetwater.com/store/detail/MG06--yamaha-mg06-6-channel-mixer>

<https://www.sweetwater.com/store/detail/SM48--shure-sm48-handheld-dynamic-vocal-microphone>

Get [Outlook for iOS](#)

From: Hailey Roessler <clerk@ridgewaywi.gov>
Sent: Friday, October 13, 2023 10:32:18 AM
To: rockinhighlands@gmail.com <rockinhighlands@gmail.com>
Subject: Mixer/Stuff for Community Center

[Quoted text hidden]

RECEIVED
NOV 07 2023
Village of Ridgeway

November 7, 2023

VILLAGE OF RIDGEWAY
ATTN: PUBLIC WORKS
208 JARVIS STREET, SUITE A
RIDGEWAY, WI 53582

REF: Removal of double wide classroom attached to the West side of the school

This bid is to include:

- Removal of structure into dumpsters .
- Removal of cement pads that it is currently sitting on
- Sweeping of black top to remove nails and debris

Does not include:

- Electricians to kill the power - this is done by village
- We will separate building from breeze way and breeze way will be left open for others to frame in the opening.

TOTAL: \$8,200.00

If this bid is acceptable to you please sign and return one copy to the address above.
If questions please contact Travis at: 608-513-8858

Signature

Date