



## **BOARD OF TRUSTEES MEETING AGENDA**

**March 12, 2024 at 7:00 PM**

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

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### **CALL TO ORDER AND ROLL CALL**

1. Nominate and appoint acting president for this meeting.

### **CONFIRMATION OF OPEN MEETING**

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC COMMENT**

### **CONSENT AGENDA**

2. Adoption of Agenda
- [3.](#) Minutes to be Adopted: Board of Trustees-February 13, 2024, Public Works, Safety and Health Committee-March 5, 2024.
- [4.](#) ACH Payments and General Fund Disbursements

### **ANNOUNCEMENTS, DEPARTMENT REPORTS, AND CORRESPONDENCE**

- [5.](#) Announcements:  
Park Project Update
- [6.](#) Department Reports
- [7.](#) Correspondence: 2024 Important Dates

### **ITEMS FOR CONSIDERATION AND ACTION**

8. Jon Husom: New home build - water/sewer
9. WEDC 705 Main St - Phelan Properties LLC - Developers Agreement
- [10.](#) Plunkett's Pest Control Quote
11. Cost and purchase of light poles for the Ball Park project from Alliant Energy.
12. Public Works, Safety and Health Committee recommendation - Ordinance 14.23 Signs
- [13.](#) Public Works, Safety and Health Committee recommendation - Ordinance 10.08 Burning Restricted
- [14.](#) Sale of old mower

### **ADJOURNMENT**

THE VILLAGE OF



# RIDGEWAY

## BOARD OF TRUSTEES MEETING MINUTES

February 13, 2024 at 7:00 PM

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

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### CALL TO ORDER AND ROLL CALL

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

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

Absent: Trustee Ruth Nevins

### CONFIRMATION OF OPEN MEETING

Phelan indicated this was a properly noticed meeting posted on February 9, 2024, 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

No one present to speak.

### CONSENT AGENDA

**Motion by Vosberg, Seconded by Garner** to adopt the consent agenda removing item 9 from the Items for Consideration and Action Items. Motion carried.

1. Adoption of Agenda
2. Minutes to be Adopted: January 11, 2024, Finance Committee January 15, 2024, Finance Committee January 23, 2024, Special Board of Trustees 01/29/2024.
3. ACH Payments and General Fund Disbursements

### ANNOUNCEMENTS, DEPARTMENT REPORTS, AND CORRESPONDENCE

4. Lori attending Ehler's Finance Workshop February 14-15,2024.  
Shyanne attending UWGB Virtual Grant Writing Workshop February 27-28, 2024

Braden doing Certification Exams 05/08/2024

Lori-Cell phones for Braden, Shyanne and Lori have been ordered through FirstNet.

Marshal-is working on obtaining radios in vehicles and AED in vehicles.

5. Department Reports and Work Logs  
Received and filed.
6. Correspondence

#### ITEMS FOR CONSIDERATION AND ACTION

7. Corrosion Protection Quote  
**Motion by Short, Seconded by Niehaus to approve the quote received from Corpro in the amount of \$925.00. Motion carried.**
8. Ridgeway First response would request free use of the multi-purpose room for an evening for stop the bleed training.  
**Motion by Niehaus, Seconded by Venden to approve the fire department request for free use of the multi-purpose room for stop the bleed training. Motion carried.**
9. Cell phones and plans  
**Removed during consent agenda motion.**
10. Sale of speed board which is not being used.  
**Motion by Garner, Seconded by Vosberg to approve selling the speed board that is not used. Motion carried.**
11. Quote for Baycom Body Worm including training.  
**Motion by Niehaus, Seconded by Venden, to postpone further discussion on the purchase of software and training while Marshal checks into grants for this. Motion carried.**
12. Amazon Business Prime  
**Motion by Garner, Seconded by Niehaus to approve joining Amazon Prime for Business for a yearly fee of \$179 for three users. Motion carried.**
13. Budget for the Easter Egg Hunt.  
**Motion by Short, Seconded by Vosberg, to approve the Easter Egg Hunt budget up to \$750 to be paid from concession stand funds. Motion carried.**

#### ADJOURNMENT

**Motion by Short, Seconded by Venden to adjourn at 8:09pm.**

THE VILLAGE OF



# RIDGEWAY

## PUBLIC WORKS, SAFETY, AND HEALTH COMMITTEE MEETING MINUTES

March 05, 2024 at 5:00 PM

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

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### CALL TO ORDER AND ROLL CALL

Meeting called to order by Chair Short at 5:00 pm.

PRESENT: Chair Rick Short, Trustee Cindy Niehaus, Trustee Ruth Nevins, Marshal Michael Gorham, Lori Phelan-Clerk/Treasurer.

### CONFIRMATION OF OPEN MEETING

Phelan indicated this was a properly noticed meeting posted on March 4, 2024, at the Ridgeway Community Center and the Village website, with notification sent via email/text to subscribers.

### CONSENT AGENDA

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

1. Meeting Agenda

### ITEMS FOR CONSIDERATION AND ACTION

2. Chapter 10 Section 8 Regulation of Fires - Review of proposed amended ordinance

**Motion by Niehaus, Seconded by Nevins to recommend to the board to amend ordinance 10.08 with the change to calendar year of issuance in section 10.08.2. Motion carried.**

3. Sign Ordinance

**Motion by Niehaus, Seconded by Nevins to recommend to the board to send to the village attorney to rewrite ordinance 14.23-Signs to be compliant with recent law changes. Motion carried.**

### ADJOURNMENT

**Motion by Niehaus, Seconded by Short to adjourn at 6:01pm.**



3/07/2024 10:52 AM

Check Register - Quick Report - Manual  
Accounting Checks  
CHASE VISA CARD

Page: 1  
ACCT

Dated From: From Account:  
Thru: 2/21/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
PHONE	1/30/2024	WMCA-WISCONSIN MUNICIPAL CLERKS ASSOCIATION	115.00 ✓
	Manual Check	2024 Membership-LP & SC	
STORE	1/26/2024	FARM & FLEET	50.98 ✓
	Manual Check	Battery exchange	
STORE	1/26/2024	FARM & FLEET	33.98 ✓
	Manual Check	Bungee cords, water magnet towell	
STORE	2/01/2024	FARM & FLEET	24.97 ✓
	Manual Check	Scraper, knife, urethane	
STORE	2/02/2024	FARM & FLEET	94.32 ✓
	Manual Check	alcohol, glove, scraper, knife, blades	
STORE	2/05/2024	FARM & FLEET	-42.32 ✓
	Manual Check	Return 3 urethane	
STORE	2/19/2024	FARM & FLEET	19.98 ✓
	Manual Check	Oild filter, hitch ball	
STORE	2/08/2024	FARM & FLEET	70.86 ✓
	Manual Check	Led 10w, hole strap, connectors, elbows	
STORE	2/13/2024	RIDGEWAY POST OFFICE	272.00 ✓
	Manual Check	1/3 POSTAGE FOR UTILITY BILLS	
ONLINE	2/02/2024	AMAZON	47.98 ✓
	Manual Check	Notary stamps-LP, SC	
ONLINE	2/02/2024	AMAZON	13.28 ✓
	Manual Check	Letter sealer stamp moistener	
ONLINE	2/06/2024	LOCAL GOVERNMENT EDUCATION	129.00 ✓
	Manual Check	Effective Grant Writing - SC	
ONLINE	2/07/2024	AMAZON	44.18 ✓
	Manual Check	Microphone cable	
ONLINE	2/08/2024	AMAZON	303.76 ✓
	Manual Check		
ONLINE	2/14/2024	AMAZON	315.59 ✓
	Manual Check	2-24 pk urinal cakes	
ONLINE	2/15/2024	FARM & FLEET	40.24 ✓
	Manual Check	Rapid Micro Chain, Stihl 3/16" files	
ONLINE	2/16/2024	STAYBRIDGE SUITES	271.90 ✓
	Manual Check	2 nights stay - EHLERS Finance Workshop	
ONLINE	2/14/2024	AMAZON	151.41 ✓
	Manual Check	Padlock w/key	
ONLINE	2/20/2024	AMAZON	25.08 ✓
	Manual Check	DYMO labels - LIBRARY	

3/07/2024 10:52 AM

Check Register - Quick Report - Manual  
Accounting Checks  
CHASE VISA CARD

Page: 2  
ACCT

Dated From: From Account:  
Thru: 2/21/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
ONLINE	2/21/2024	LOCAL GOVERNMENT EDUCATION	499.00 ✓
	Manual Check	2024 Clerks & Treasurers Institute - SC	
ONLINE	2/09/2024	FACEBOOK/META	25.00 ✓
	Manual Check	farm market ads	
ONLINE	2/20/2024	AT&T	82.17 ✓
	Manual Check	iPhone 14, Waterproof case-LP	
ONLINE	2/01/2024	GOOGLE CLOUD	13.93 ✓
	Manual Check	Email service - monthly	
ONSITE	2/14/2024	E-KIT	500.00 ✓
	Manual Check	Field Search Software Cert 2/16/24	
Grand Total			3,102.29

3/07/2024 10:52 AM

Check Register - Quick Report - Manual  
Accounting Checks  
CHASE VISA CARD

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ACCT

Dated From: From Account:  
Thru: 2/21/2024 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	2,775.02
Total Expenditure from Fund # 150 - PUBLIC PROPERTY AND EVENTS	25.00
Total Expenditure from Fund # 300 - SEWER FUND	211.61
Total Expenditure from Fund # 400 - WATER FUND	90.66
Total Expenditure from all Funds	3,102.29

3/07/2024 10:38 AM

In Progress Checks - Full Report - Manual

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ALL Checks by Payee

ACCT

CHASE VISA CARD

Dated From:

From Account:

Thru: 2/21/2024

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
<hr/>			
	2/02/2024	AMAZON	
		Notary stamps-LP, SC	
		Manual Check Nbr:	ONLINE
100-00-51420-310-000		CLERK OFFICE SUPPLIES	47.98
		Notary stamps-LP, SC	
		Total	47.98
<hr/>			
	2/02/2024	AMAZON	
		Letter sealer stamp moistener	
		Manual Check Nbr:	ONLINE
100-00-51420-310-000		CLERK OFFICE SUPPLIES	13.28
		Letter sealer stamp moistener	
		Total	13.28
<hr/>			
	2/07/2024	AMAZON	
		Microphone cable	
		Manual Check Nbr:	ONLINE
100-00-55200-745-000		PARK - SUPPLIES	15.19
		Microphone cable	
100-00-53311-735-000		STREETS - MATERIALS	28.99
		Dual monitor wall mount bracket adapter	
		Total	44.18
<hr/>			
	2/08/2024	AMAZON	
		Manual Check Nbr:	ONLINE
100-00-51420-310-000		CLERK OFFICE SUPPLIES	19.56
		Email address rubber stamp - LP, SC	
100-00-51980-763-000		FACILITIES MATERIALS	61.06
		Scott Essential Hard roll towels	
100-00-51420-310-000		CLERK OFFICE SUPPLIES	223.14
		HP Cyan Toner - M452 color printer	
		Total	303.76
<hr/>			
	2/14/2024	AMAZON	
		2-24 pk urinal cakes	
		Manual Check Nbr:	ONLINE
100-00-51980-763-000		FACILITIES MATERIALS	72.80
		2-24 pk urinal cakes	
100-00-51420-310-000		CLERK OFFICE SUPPLIES	27.05
		Packing tape, correction tape	
100-00-53311-745-000		STREETS - SUPPLIES. OFC & GEN	142.89
		11 pairs over glasses safety glasses	
100-00-51980-763-000		FACILITIES MATERIALS	48.61
		Toilet bowl cleaner	



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CHASE VISA CARD

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ACCT

Dated From: From Account:  
Thru: 2/21/2024 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-51420-310-000		CLERK OFFICE SUPPLIES	24.24
		Scotch Magic Tape - 10 pk	
Total			315.59

2/14/2024		AMAZON	Manual Check Nbr:	ONLINE
		Padlock w/key		
100-00-55200-744-000		PARK - MATERIALS		18.26
		Padlock w/key		
100-00-53311-735-000		STREETS - MATERIALS		63.18
		2-car charger&holder recharge flishlight		
300-00-53611-000-833		MAINT OF TREATMENT SYSTEM		19.98
		Nitrile gloves		
300-00-53612-000-851		OFFICE SUPPLIES		49.99
		Dual monitor stand		
Total				151.41

2/20/2024		AMAZON	Manual Check Nbr:	ONLINE
		DYMO labels - LIBRARY		
100-00-51420-310-000		CLERK OFFICE SUPPLIES		25.08
		DYMO labels - LIBRARY		
Total				25.08

2/20/2024		AT&T	Manual Check Nbr:	ONLINE
		iPhone 14, Waterproof case-LP		
100-00-51420-325-000		CLERK TELEPHONE		8.19
		iPhone 14, Waterproof case-LP		
100-00-51420-325-000		CLERK TELEPHONE		36.99
		iPhone 14, MagSafe Case		
100-00-53311-750-000		STREETS - TELEPHONE/CELL		36.99
		iPhone 14, OtterBox case - BL		
Total				82.17

2/14/2024		E-KIT	Manual Check Nbr:	ONSITE
		Field Search Software Cert 2/16/24		
100-00-52100-330-000		POLICE - TRAINING/EDUCATION		500.00
		Field Search Software Cert 2/16/24		
Total				500.00

2/09/2024		FACEBOOK/META	Manual Check Nbr:	ONLINE
		farm market ads		

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In Progress Checks - Full Report - Manual

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ALL Checks by Payee

ACCT

CHASE VISA CARD

Dated From:

From Account:

Thru: 2/21/2024

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
150-00-59000-000-000		FARMER'S MARKET EXPENSE	25.00
		farm market ads	
Total			25.00

1/26/2024		FARM & FLEET	
	Battery exchange		Manual Check Nbr: STORE
300-00-53611-000-833	MAINT OF TREATMENT SYSTEM		-204.99
	Battery exchange		
300-00-53611-000-833	MAINT OF TREATMENT SYSTEM		204.99
	Battery		
300-00-53611-000-833	MAINT OF TREATMENT SYSTEM		50.98
	Battery maintainer, knob switch		
Total			50.98

1/26/2024		FARM & FLEET	
	Bungee cords, water magnet towell		Manual Check Nbr: STORE
100-00-53311-722-000	STREETS - EQUIP REPAIR/MAINT		33.98
	Bungee cords, water magnet towell		
Total			33.98

2/01/2024		FARM & FLEET	
	Scraper, knife, urethane		Manual Check Nbr: STORE
100-00-53311-722-000	STREETS - EQUIP REPAIR/MAINT		24.97
	Scraper, knife, urethane		
Total			24.97

2/02/2024		FARM & FLEET	
	alcohol, glove, scraper, knife, blades		Manual Check Nbr: STORE
100-00-53311-722-000	STREETS - EQUIP REPAIR/MAINT		94.32
	alcohol, glove, scraper, knife, blades		
Total			94.32

2/05/2024		FARM & FLEET	
	Return 3 urethane		Manual Check Nbr: STORE
100-00-53311-722-000	STREETS - EQUIP REPAIR/MAINT		-55.47
	Return 3 urethane		
100-00-53311-722-000	STREETS - EQUIP REPAIR/MAINT		13.15
	clips, cable ties		
Total			-42.32

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 ALL Checks by Payee  
 CHASE VISA CARD

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 ACCT

Dated From: From Account:  
 Thru: 2/21/2024 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	2/19/2024	FARM & FLEET	
		Oild filter, hitch ball	Manual Check Nbr: STORE
100-00-53311-722-000		STREETS - EQUIP REPAIR/MAINT	19.98
		Oild filter, hitch ball	
		Total	19.98
	2/15/2024	FARM & FLEET	
		Rapid Micro Chain, Stihl 3/16" files	Manual Check Nbr: ONLINE
100-00-53311-722-000		STREETS - EQUIP REPAIR/MAINT	40.24
		Rapid Micro Chain, Stihl 3/16" files	
		Total	40.24
	2/08/2024	FARM & FLEET	
		Led 10w, hole strap, connectors, elbows	Manual Check Nbr: STORE
100-00-53311-710-000		STREETS - GARAGE MAINTENANCE	63.87
		Led 10w, hole strap, connectors, elbows	
100-00-53311-710-000		STREETS - GARAGE MAINTENANCE	6.99
		Electrical conduit	
		Total	70.86
	2/01/2024	GOOGLE CLOUD	
		Email service - monthly	Manual Check Nbr: ONLINE
100-00-51420-316-000		CLERK INFORMATION TECHNOLOGY	13.93
		Email service - monthly	
		Total	13.93
	2/06/2024	LOCAL GOVERNMENT EDUCATION	
		Effective Grant Writing - SC	Manual Check Nbr: ONLINE
100-00-51420-330-000		CLERK TRAINING	129.00
		Effective Grant Writing - SC	
		Total	129.00
	2/21/2024	LOCAL GOVERNMENT EDUCATION	
		2024 Clerks & Treasurers Institute - SC	Manual Check Nbr: ONLINE
100-00-51420-330-000		CLERK TRAINING	499.00
		2024 Clerks & Treasurers Institute - SC	
		Total	499.00
	2/13/2024	RIDGEWAY POST OFFICE	
		1/3 POSTAGE FOR UTILITY BILLS	Manual Check Nbr: STORE



3/07/2024 10:38 AM

In Progress Checks - Full Report - Manual  
ALL Checks by Payee  
CHASE VISA CARD

Page: 5  
ACCT

Dated From: From Account:  
Thru: 2/21/2024 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-51420-310-000		CLERK OFFICE SUPPLIES	90.68
		1/3 POSTAGE FOR UTILITY BILLS	
300-00-53612-000-840		BILLING & ACCOUNTING	90.66
		1/3 POSTAGE FOR UTILITY BILLS	
400-00-53612-000-840		BILLING & ACCOUNTING	90.66
		1/3 POSTAGE FOR UTILITY BILLS	
Total			272.00
<hr/>			
	2/16/2024	STAYBRIDGE SUITES	
	2 nights stay - EHLERS Finance Workshop		
		Manual Check Nbr:	ONLINE
100-00-51420-330-000		CLERK TRAINING	271.90
		2 nights stay - EHLERS Finance Workshop	
Total			271.90
<hr/>			
	1/30/2024	WMCA-WISCONSIN MUNICIPAL CLERKS ASSOCIATION	
	2024 Membership-LP & SC		
		Manual Check Nbr:	PHONE
100-00-51420-320-000		CLERK MEMBERSHIP DUES	65.00
		2024 Membership-LP	
100-00-51420-320-000		CLERK MEMBERSHIP DUES	50.00
		2024 Membership-SC	
Total			115.00
Grand Total			3,102.29



3/07/2024 10:38 AM

In Progress Checks - Full Report - Manual  
ALL Checks by Payee  
CHASE VISA CARD

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ACCT

Dated From: From Account:  
Thru: 2/21/2024 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	2,775.02
Total Expenditure from Fund # 150 - PUBLIC PROPERTY AND EVENTS	25.00
Total Expenditure from Fund # 300 - SEWER FUND	211.61
Total Expenditure from Fund # 400 - WATER FUND	90.66
Total Expenditure from all Funds	3,102.29

3/07/2024 11:21 AM

Treasurer's Report  
CHASE VISA CARD  
1/26/2024 Thru: 2/27/2024

Page: 1  
ACCT

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1/25/2024	Balance:	35.94
	Checks:	-3,138.23
	Receipts:	0.00
	Other Cash Transactions:	0.00
2/27/2024	Balance:	-3,102.29

3/08/2024

6:07 PM

In Progress Checks - Quick Report - Regular

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ALL Checks by Payee

ACCT

1-POOLED CHECKING ACCOUNT \*\*0307

Dated From: 3/12/2024 From Account:

Thru: 3/12/2024 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	3/12/2024	BADGER METER February 2024	135.66
	3/12/2024	CULLIGAN TOTAL WATER TREATMENT 40# Solar Salt - Community Center	23.62
	3/12/2024	DEAN HEALTH PLAN Apr 2024 - M Gorham	3,240.27
	3/12/2024	DELTA 3 ENGINEERING, INC. D21-192 Permit Compliance Inv21346	1,410.00
	3/12/2024	DELTA DENTAL OF WISCONSIN April 2024 - MG, SC, LP	349.57
	3/12/2024	EHLERS LONG RANGE CASH FLOW ANALYSIS	5,500.00
	3/12/2024	FAHERTY, INC. FEB 2024	4,181.83
	3/12/2024	GORHAM, MICHAEL Roundtrip to Altoona: p-up camcorder	231.82
	3/12/2024	JOHNSON BLOCK & CO INC TID Annual Activity	5,354.76
	3/12/2024	MARTELLE WATER TREATMENT Liquid Aluminum Sulfate	1,026.00
	3/12/2024	McMASTER-CARR Inv23066631 Dated 03.01.24	42.47
	3/12/2024	NETFORTRIS AQUISITION CO. INC (WWTP) Acct 104568, Inv 166287	117.25
	3/12/2024	PHELAN, LORI L. Round trip mileage-County Clerks office	13.27
	3/12/2024	RIDGEWAY UTILITIES 299 Hughett St.	378.74
	3/12/2024	SPEE-DEE DELIVERY SERVICE, INC. INV972563 DATED 02.10.2023	11.59
	3/12/2024	STAFFORD ROSENBAUM, LLP INV1291580 Dated 02.13.2024	203.00
	3/12/2024	TEAM LAB CHEMICAL LLC Road Patch Inv0039837 Dated 02.23.24	651.25
	3/12/2024	UNEMPLOYMENT INSURANCE February 2024	697.26
	3/12/2024	UNION TECHNOLOGY COOPERATIVE INV 4698 DATED 02.29.24	125.00

3/08/2024

6:07 PM

In Progress Checks - Quick Report - Regular

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ALL Checks by Payee

ACCT

1-POOLED CHECKING ACCOUNT \*\*0307

Dated From: 3/12/2024 From Account:

Thru: 3/12/2024 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	3/12/2024	USA BLUE BOOK INV00277105 DATED 02.14.24	45.98
	3/12/2024	WIL-KIL PEST CONTROL INV4826548 DATED 02.15.24	98.55
		Grand Total	23,837.89

3/08/2024

6:07 PM

In Progress Checks - Quick Report - Regular

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ALL Checks by Payee

ACCT

1-POOLED CHECKING ACCOUNT \*\*0307

Dated From: 3/12/2024 From Account:  
Thru: 3/12/2024 Thru Account:

	Amount
<hr/>	
Total Expenditure from Fund # 100 - GENERAL FUND	12,020.25
Total Expenditure from Fund # 140 - CAPITAL PROJECTS FUND	675.00
Total Expenditure from Fund # 210 - TIF FUND	355.00
Total Expenditure from Fund # 300 - SEWER FUND	5,551.19
Total Expenditure from Fund # 400 - WATER FUND	5,236.45
Total Expenditure from all Funds	23,837.89

3/08/2024

5:12 PM

Reprint Check Register - Quick Report - Manual

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ACCT

1-POOLED CHECKING ACCOUNT \*\*0307

ALL Checks

Posted From: 2/01/2024 From Account:  
Thru: 2/29/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
ACH	2/21/2024	RIDGEWAY UTILITIES	308.88
	Manual Check	1/3 206 Kirby	
ACH	2/12/2024	FRONTIER COMMUNICATIONS	113.80
	Manual Check	WWTP phone line	
ACH	2/16/2024	ASCENTIS CORPORATION	40.65
	Manual Check	JAN 2024 ACH	
ACH	2/20/2024	ALLIANT ENERGY	6,150.03
	Manual Check		
ACH	2/21/2024	ALLIANT ENERGY	1,037.08
	Manual Check	685030000	
ACH	2/29/2024	WISCONSIN EMPLOYEE TRUST FUNDS	4,470.65
	Manual Check	JAN 2024	
ACH	2/29/2024	FARMERS SAVINGS BANK	30.00
	Manual Check	Feb ACH Fees	
V1284	2/14/2024	CUSHMAN, SHYANNE	1,385.01
	Manual Check	Pay period 01/22/2024 to 02/04/2024	
V1285	2/14/2024	JOHNSON, MARGARET	203.17
	Manual Check	Pay period 01/22/2024 to 02/04/2024	
V1286	2/14/2024	PHELAN, LORI L	1,349.18
	Manual Check	Pay period 01/22/2024 to 02/04/2024	
V1287	2/14/2024	PETERSON, DALE	1,890.47
	Manual Check	Pay period 01/22/2024 to 02/04/2024	
V1288	2/14/2024	GORHAM, MICHAEL	1,662.82
	Manual Check	Pay period 01/22/2024 to 02/04/2024	
V1289	2/14/2024	JOHNSON, HAROLD	860.22
	Manual Check	Pay period 01/22/2024 to 02/04/2024	
V1290	2/14/2024	LOSBY, BRADEN	1,601.86
	Manual Check	Pay period 01/22/2024 to 02/04/2024	
V1291	2/28/2024	CUSHMAN, SHYANNE	1,090.75
	Manual Check	Pay period 02/05/2024 to 02/18/2024	
V1292	2/28/2024	JOHNSON, MARGARET	101.58
	Manual Check	Pay period 02/05/2024 to 02/18/2024	
V1293	2/28/2024	PHELAN, LORI L	1,498.39
	Manual Check	Pay period 02/05/2024 to 02/18/2024	
V1294	2/28/2024	PETERSON, DALE	1,442.41
	Manual Check	Pay period 02/05/2024 to 02/18/2024	
V1295	2/28/2024	GORHAM, MICHAEL	1,598.30
	Manual Check	Pay period 02/05/2024 to 02/18/2024	

3/08/2024

5:12 PM

Reprint Check Register - Quick Report - Manual

Page: 2  
ACCT

1-POOLED CHECKING ACCOUNT \*\*0307

ALL Checks

Posted From: 2/01/2024 From Account:  
Thru: 2/29/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
V1296	2/28/2024	JOHNSON, HAROLD	647.52
	Manual Check	Pay period 02/05/2024 to 02/18/2024	
V1297	2/28/2024	LOSBY, BRADEN	1,253.96
	Manual Check	Pay period 02/05/2024 to 02/18/2024	
184665	2/13/2024	SUPERIOR CHEMICAL, LLC	-23.42
	Prev YR Exp/Manual Check	VOID-Current Credit on account -294.90	
ONLINE	2/06/2024	CHASE CARD SERVICES	3,733.33
	Manual Check		
ONLINE	2/06/2024	US CELLULAR	107.32
	Manual Check		
ONLINE	2/06/2024	FARMERS SAVINGS BANK	672.69
	Manual Check	Cardinal Way Phase 2 - TID loan x5570	
ONLINE	2/14/2024	INTERNAL REVENUE SERVICE	2,483.23
	Manual Check	02.14.2024 SS Tax	
ONLINE	2/28/2024	INTERNAL REVENUE SERVICE	2,429.32
	Manual Check	02.28.2024 PAYROLL TAXES	
ONLINE	2/28/2024	WISCONSIN DEPT. OF REVENUE	821.61
	Manual Check	Feb 2024 Payroll Tax	
AUTOPAY	2/01/2024	FIRSTNET - AT&T MOBILITY	33.49
	Manual Check	Mobile Internet Service	
AUTOPAY	2/06/2024	MADISON GAS & ELECTRIC CO.	959.24
	Manual Check		
AUTOPAY	2/02/2024	PRINCIPAL LIFE INSURANCE COMPANY	164.66
	Manual Check		
AUTOPAY	2/07/2024	SPECTRUM BUSINESS	199.99
	Manual Check	Charter ACH 50%	
AUTOPAY	2/09/2024	FRONTIER COMMUNICATIONS	183.11
	Manual Check	Office Two Phone lines	
AUTOPAY	2/29/2024	FIRSTNET - AT&T MOBILITY	88.85
	Manual Check	SmartPhone & Hotspot Service	
Grand Total			40,590.15

3/08/2024

5:12 PM

Reprint Check Register - Quick Report - Manual

Page: 3  
ACCT

1-POOLED CHECKING ACCOUNT \*\*0307

ALL Checks

Posted From: 2/01/2024 From Account:  
Thru: 2/29/2024 Thru Account:

	Amount
<hr/>	
Total Expenditure from Fund # 100 - GENERAL FUND	24,844.47
Total Expenditure from Fund # 150 - PUBLIC PROPERTY AND EVENTS	4,533.54
Total Expenditure from Fund # 210 - TIF FUND	672.69
Total Expenditure from Fund # 300 - SEWER FUND	7,385.65
Total Expenditure from Fund # 400 - WATER FUND	3,153.80
Total Expenditure from all Funds	40,590.15



---

## Ridgeway Community Park - PreCon Minutes

1 message

---

**Katie MacDonald** <katie@parkitecture.org>

Tue, Mar 5, 2024 at 5:13 PM

To: "a.b.electric@outlook.com" <a.b.electric@outlook.com>, Bonnie Rummier <bonnie@rule-construction.com>, Lori Phelan <clerk@ridgewaywi.gov>, Shyanne Cushman <deputyclerk@ridgewaywi.gov>, Mike Bisbach <mike@rule-construction.com>, Michele Casper <president@ridgewaywi.gov>, publicworks@ridgewaywi.gov, streetsandparks@ridgewaywi.gov, Cory Miklas <cory.miklas@iconiccreates.com>

Thanks for the discussion this afternoon everyone. Meeting minutes attached and the schedule presented from Rule.

Let us know if the pole purchase is approved by the Village next week.

AB Electric will be on site starting Monday, Rule Construction week of March 18th.

Mike Bisbach and I are meeting on site 9am March 18th if any others want to join.

Katie MacDonald, PE  
Principal  
Parkitecture + Planning  
[901 Deming Way, Suite 201](#)  
[Madison, WI 53717](#)  
P. 608.438.4253

---

### 2 attachments



**Project Schedule.pdf**

80K



**24\_0305 Ridgeway Precon Minutes.pdf**

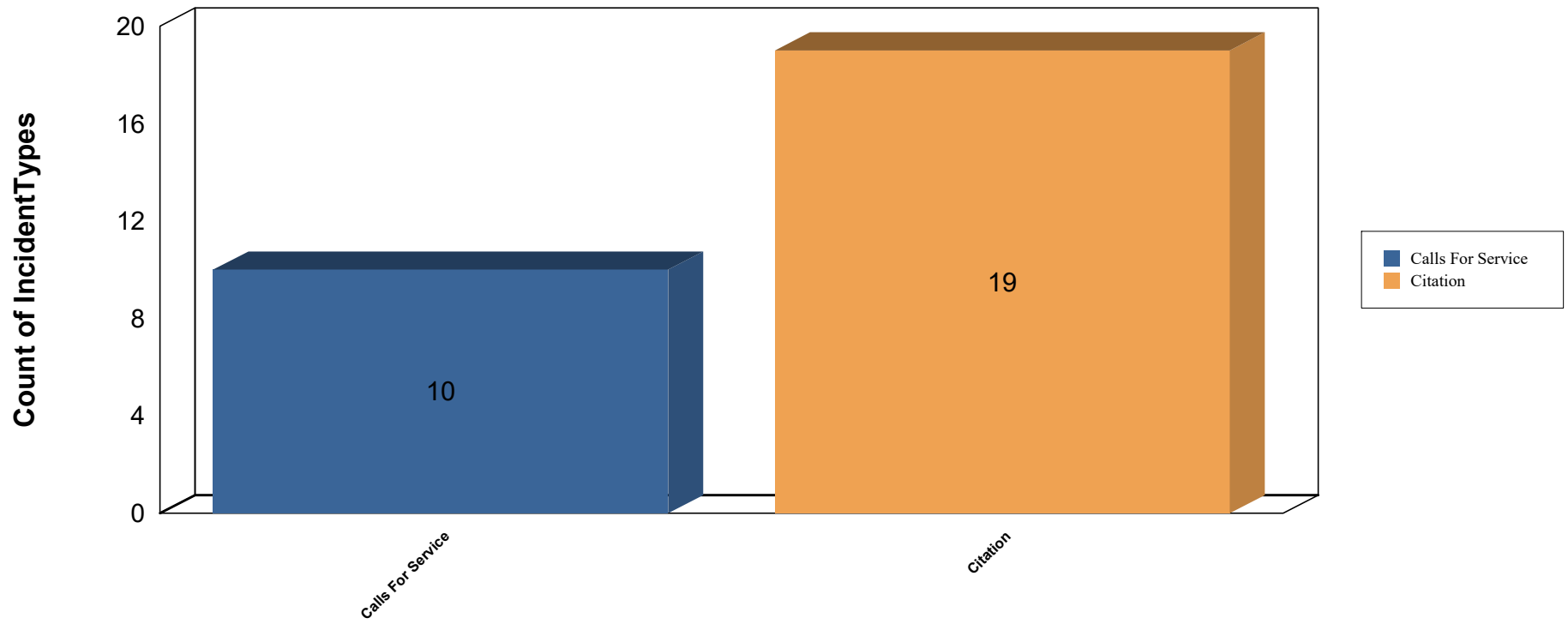
90K

	START DATE	Today's Date
RULE CONSTRUCTION	Monday, March 11, 2024	Wednesday, January 3, 2024

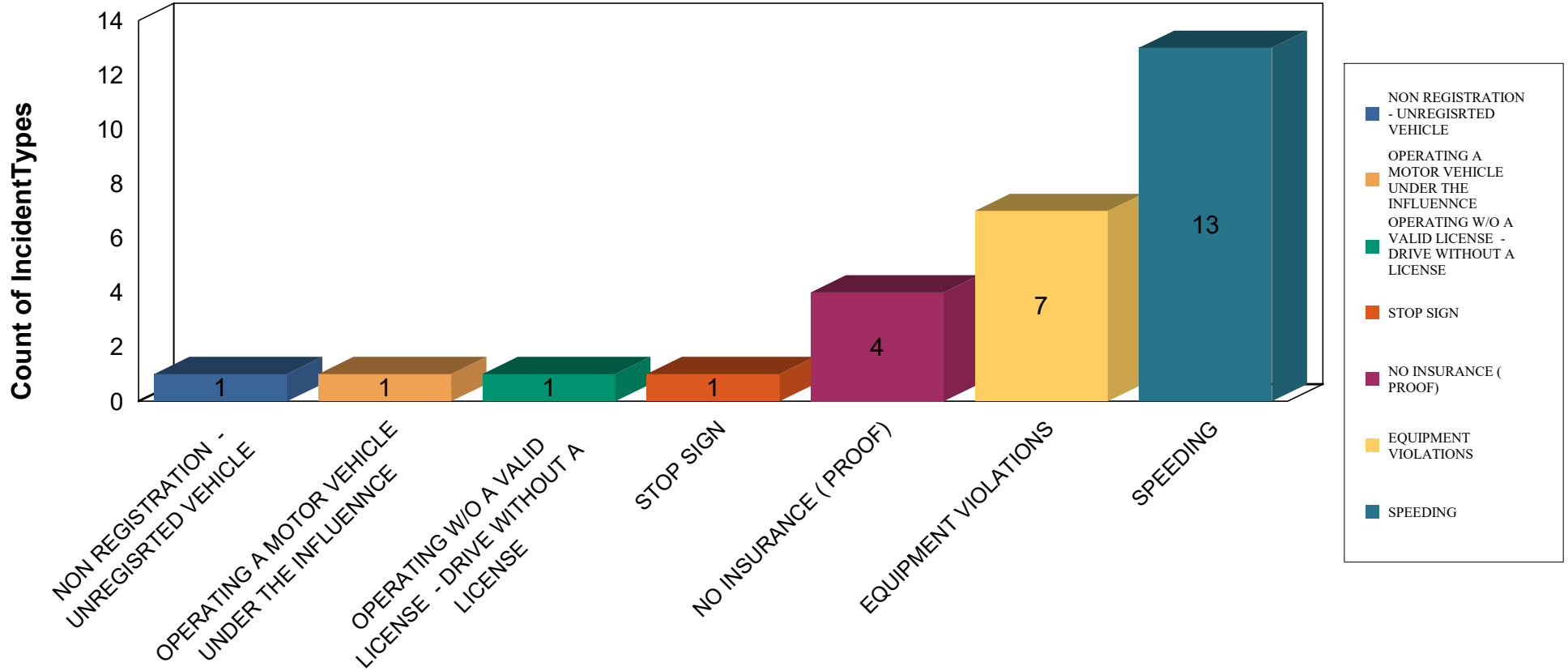
PROJECTS							Completion		Wk 1		Wk 2		Wk 3		Wk 4		Wk 5		Wk 6		Wk 7		Wk 8																					
STATUS	PRIORITY	PROJECT NAMES + TASK TITLES	START DATE	END DATE	# of Days	Substantial Comp.	% COMPLETE	3/11	3/12	3/13	3/14	3/15	3/18	3/19	3/20	3/21	3/22	3/25	3/26	3/27	3/28	3/29	4/1	4/2	4/3	4/4	4/5	4/8	4/9	4/10	4/11	4/12	4/15	4/16	4/17	4/18	4/19	4/22	4/23	4/24	4/25	4/26	4/29	4/30
In Progress	HIGH	Ridgeway - Community Park Improvements	03/11/24	04/30/24	37	June 1, 2024	0.00%	[Blue bar]																																				
Not Started	MED	Site Work/ Electrical Undergrounds	03/11/24	03/15/24	5	A.B. Electric	0%	[Blue bar]																																				
Not Started	MED	Electrical Underground Work - Continued	03/18/24	03/21/24	4	A.B. Electric	0%					[Blue bar]																																
Not Started	MED	WILL - Pick up Lighting	03/20/24	03/20/24	1	A.B. Electric	0%																				[Blue bar]																	
Not Started	MED	Install Light Poles - Owner Provided	03/25/24	03/28/24	4	A.B. Electric	0%																[Blue bar]																					
Not Started	MED	Install Lighting (WILL)	04/01/24	04/05/24	5	A.B. Electric	0%											[Blue bar]																										
Not Started	MED	Rip Rap Level Spreader - Swale - Washout Repairs	03/11/24	03/16/24	5	Rule Construction	0%	[Yellow bar]																																				
Not Started	MED	Excavation and Basecourse - Pipe Work	03/25/24	03/29/24	5	Rule Construction	0%											[Yellow bar]																										
Not Started	MED	Concrete Work	04/01/24	04/05/24	5	Augelli Concrete	0%																[Yellow bar]																					
Not Started	MED	Restoration (Except around Parking Lot	04/08/24	04/09/24	2	Rule Construction	0%																					[Yellow bar]																
Not Started	MED	Asphalt Paving (Dependant on Plant Openings)	04/29/24	04/29/24	1	Iverson Construction	0%																															[Yellow bar]						
Not Started	MED	Final Restoration	04/30/24	04/30/24	1	Rule Construction	0%																															[Yellow bar]						

Statistics from: 2/1/2024 12:00:00AM to 2/29/2024 11:59:00PM

### Count of Reports Completed



# Count of Incident Types



3.57% # of Reports: 1 Citation NON REGISTRATION - UNREGISRTEED VEHICLE

3.57% # of Reports: 1 Citation OPERATING A MOTOR VEHICLE UNDER THE INFLUENNCE

3.57% # of Reports: 1 Citation OPERATING W/O A VALID LICENSE - DRIVE WITHOUT A LICENSE

3.57% # of Reports: 1 Citation STOP SIGN

Item 6.

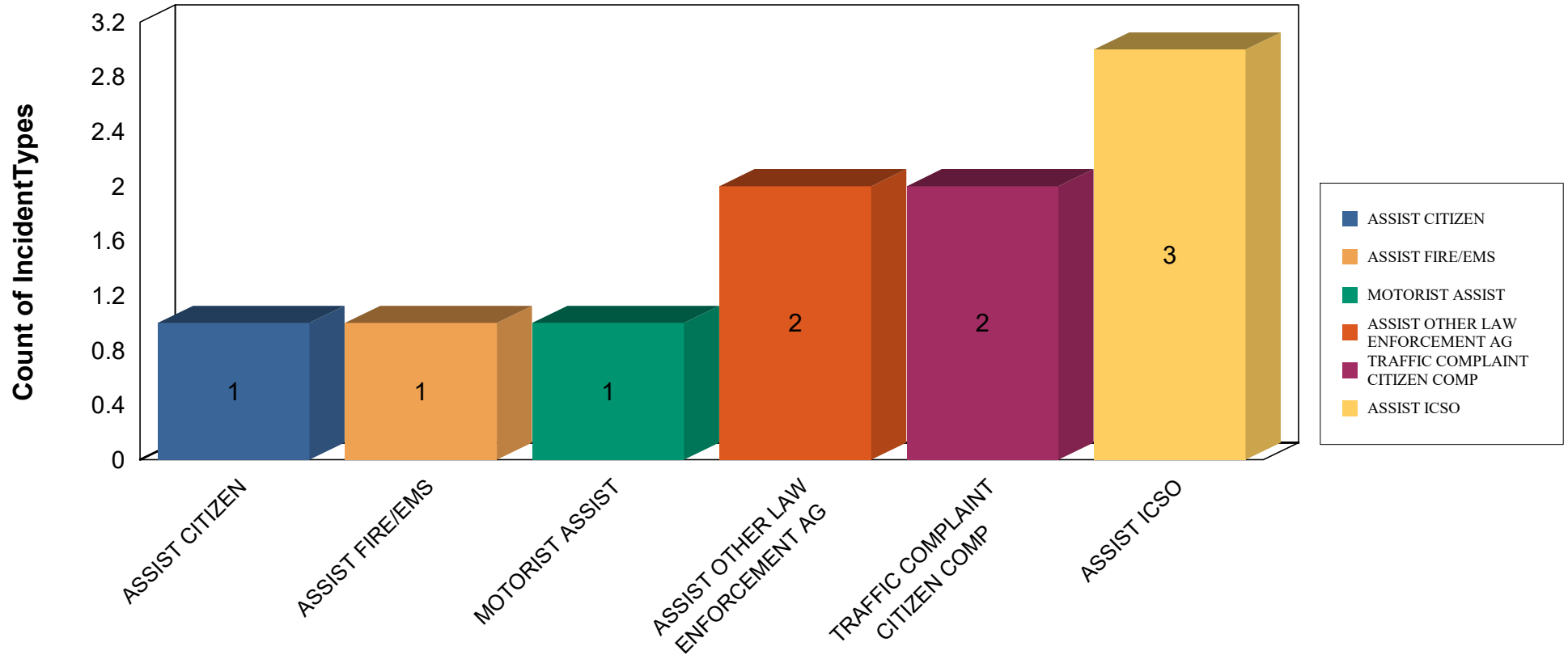
14.29% # of Reports: 4 Citation NO INSURANCE ( PROOF)

25.00% # of Reports: 7 Citation EQUIPMENT VIOLATIONS

46.43% # of Reports: 13 Citation SPEEDING

**Grand Total: 100.00% Total # of Incident Types Reported: 28 Total # of Reports: 19**

# Count of Incident Types



10.00% # of Reports: 1 Calls For Service ASSIST CITIZEN

10.00% # of Reports: 1 Calls For Service ASSIST FIRE/EMS

10.00% # of Reports: 1 Calls For Service MOTORIST ASSIST

20.00% # of Reports: 2 Calls For Service ASSIST OTHER LAW ENFORCEMENT AG

Item 6.

20.00% # of Reports: 2 Calls For Service TRAFFIC COMPLAINT CITIZEN COMP

30.00% # of Reports: 3 Calls For Service ASSIST ICSD

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

**Grand Total: 100.00% Total # of Incident Types Reported: 38**

**Time Distribution Report.LC - LPHELAN-01/25/2024**

Report Date: 03/05/2024

Primary Sort By: Employee;DEPT(G2)

Report Time: 1:39:54 PM

02/19/2024 - 03/03/2024 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
<b>Employee: AD001 [PHELAN, LORI L]</b>				
AD [General Admin]	501[TRW]	38.25	0.00	38.25 ✓
AD [General Admin]	504[TRV]	12.00	0.00	12.00 ✓
AD [General Admin]	511[CW]	10.50	0.00	10.50 ✓
SE [Sewer]	305[SADW]	4.75	0.00	4.75 ✓
WA [Water]	605[WADW]	5.50	0.00	5.50 ✓
<b>AD001 [PHELAN, LORI L] Total:</b>		<b>71.00</b>	<b>0.00</b>	<b>71.00</b>
<b>Employee: AD004 [CUSHMAN, SHYANNE]</b>				
DC [Deputy Clerk]	511[CW]	57.50	0.00	57.50 ✓
SE [Sewer]	305[SADW]	7.25	0.00	7.25 ✓
WA [Water]	605[WADW]	7.25	0.00	7.25 ✓
<b>AD004 [CUSHMAN, SHYANNE] Total:</b>		<b>72.00</b>	<b>0.00</b>	<b>72.00</b>
<b>Employee: PW003 [JOHNSON, HARRY]</b>				
FM [FACILITES MAINTENANCE]	611[FMW]	29.75	0.00	29.75 ✓
PA [Parks]	101[PAW]	12.25	0.00	12.25 ✓
<b>PW003 [JOHNSON, HARRY] Total:</b>		<b>42.00</b>	<b>0.00</b>	<b>42.00</b>
<b>Employee: PW005 [PETERSON, DALE]</b>				
SE [Sewer]	301[SEW]	62.00	0.00	62.00 ✓
WA [Water]	601[WAW]	16.50	0.00	16.50 ✓
<b>PW005 [PETERSON, DALE] Total:</b>		<b>78.50</b>	<b>0.00</b>	<b>78.50</b>
<b>Employee: SP003 [LOSBY, BRADEN]</b>				
PA [Parks]	101[PAW]	1.00	0.00	1.00 ✓
SE [Sewer]	301[SEW]	21.50	0.00	21.50 ✓
ST [Streets]	401[STW]	48.00 ✓	4.75 ✓	52.75 ✓
WA [Water]	601[WAW]	9.50	0.00	9.50 ✓
<b>SP003 [LOSBY, BRADEN] Total:</b>		<b>80.00</b>	<b>4.75</b>	<b>84.75</b>
<b>Grand Totals:</b>		<b>343.50</b>	<b>4.75</b>	<b>348.25</b>

END OF REPORT

**Time Distribution Report.LC - LPHELAN-01/25/2024**



Report Date: 02/26/2024

02/19/2024 - 02/25/2024 [7 days]

Report Time: 4:08:50 PM

<b>AD001 [PHELAN, LORI L]</b>			
Employee ID	AD001	DEPT(G2)	AD
Pay Type	3	Last Name	PHELAN
		Pay Policy	500
		First Name	LORI L

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/19/2024 Mon	501 [TRW]	08:00AM	01:03PM	5.0000000		8.25
	501 [TRW]	01:32PM	04:39PM	3.2500000		
02/20/2024 Tue	501 [TRW]	07:59AM	11:33AM	3.5000000		8.00
	501 [TRW]	12:07PM	04:30PM	4.5000000		
02/21/2024 Wed	501 [TRW]	07:57AM	12:23PM	4.5000000		8.00
	501 [TRW]	01:03PM	04:36PM	3.5000000		
02/22/2024 Thu	504 [TRV]			8.0000000		8.00
02/23/2024 Fri	504 [TRV]			4.0000000		4.00

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					108.00		12.00		96.00
3 [SICK]									
6 [FH]									8.00
501 [TRW]	1[UNUSED]	24.25		24.25					
504 [TRV]	1[UNUSED]	12.00		12.00					
<b>TOTALS</b>		<b>36.25</b>		<b>36.25</b>	<b>108.00</b>		<b>12.00</b>		<b>104.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

x \_\_\_\_\_

Employee Signature

Supervisor Signature

Treas 34.0  
Sewer Adm. .75  
Water Adm 1.50

Review + respond to emails, talk w/Dale re: new meters this year.  
Process payroll, Process + submit monthly utility ACH pymts,  
Bank deposits, calculate paper WRS contributions, work  
with MC to be able to submit January report, utility receipts,  
set up + activate new phones for Braden + Skyline, port Clark phone  
from US Cellular to First Net + set up new phone - transfer  
contacts, no go + set up Apple accts for all three. Enter + process  
Village ACH payments. Vacation 12 hrs.

### Employee Timecard - LPHELAN-07/27/2015

Item 6.

Report Date: 02/26/2024

02/19/2024 - 02/25/2024 [7 days]

Report Time: 4:08:51 PM

#### AD004 [CUSHMAN, SHYANNE]

Employee ID	AD004	DEPT(G2)	DC	Pay Policy	550
Pay Type	3	Last Name	CUSHMAN	First Name	SHYANNE

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/19/2024 Mon	511 [CW]	07:59AM	12:23PM	4.5000000		8.00
	511 [CW]	12:54PM	04:29PM	3.5000000		
02/20/2024 Tue	511 [CW]	07:59AM	12:00PM	4.0000000		4.00
02/21/2024 Wed	511 [CW]	07:56AM	01:11PM*	5.2500000		8.00
	511 [CW]	01:41PM*	04:31PM	2.7500000		
02/22/2024 Thu	511 [CW]	08:00AM	12:34PM	4.5000000		8.00
	511 [CW]	01:06PM	04:30PM	3.5000000		
02/23/2024 Fri	511 [CW]	07:58AM	01:18PM	5.2500000		8.00
	511 [CW]	01:47PM	04:30PM	2.7500000		

Summary - AD004 [CUSHMAN, SHYANNE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									108.00
3 [SICK]									8.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	36.00		36.00					
<b>TOTALS</b>		<b>36.00</b>		<b>36.00</b>					<b>124.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x   
 Employee Signature

x \_\_\_\_\_  
 Supervisor Signature

Clerk 29.5  
 Sewer Adm 3.25  
 Water Adm 3.25

Monday - K2 structure meeting  
Utility payments -  
Social  
park agenda  
Library Volunteers

TUOS - Bank - Change  
Utility  
Social  
Farm Market Storytime

Wed. Utility  
Dog Licence  
Social  
Library Volunteers  
Update Trimble  
Spring Newsletter  
Facebook Address  
Phone Setup

Thurs Social  
Utility - bank  
Late Fees  
phone setup  
Easter Egg Hunt  
Park repainting

Fr. day Utility  
Rentals  
Social  
| | |



VILLAGE OF RIDGEWAY  
 Report Date: 02/26/2024  
 Report Time: 4:08:51 PM

**Employee Timecard - LPHELAN-07/27/2015**

02/19/2024 - 02/25/2024 [7 days]

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/19/2024 Mon	401 [STW]	07:59AM	11:38AM	3.7500000		3.75
02/20/2024 Tue	401 [STW]	08:11AM	12:33PM	4.2500000		4.25
02/21/2024 Wed	401 [STW]	07:58AM	12:01PM	4.0000000		4.00
02/22/2024 Thu	401 [STW]	08:00AM	01:21PM	5.2500000		5.25
02/23/2024 Fri	401 [STW]	08:00AM	11:27AM	3.5000000		3.50

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	20.75		20.75					
<b>TOTALS</b>		<b>20.75</b>		<b>20.75</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*  
 Employee Signature

x \_\_\_\_\_  
 Supervisor Signature

*Mon 2/19 opened RCC, set pickle ball net, put mats on side of bleachers, rearranged back rooms in boys locker room. Took out garbage, spread salt on north entrance*

### Employee Timecard - LPHELAN-07/27/2015

02/19/2024 - 02/25/2024 [7 days]

Item 6.

#### SP003 [LOSBY, BRADEN]

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

#### Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/19/2024 Mon	401 [STW]	06:56AM	12:05PM	5.0000000		8.00
	401 [STW]	12:36PM	03:30PM*	3.0000000		
02/20/2024 Tue	401 [STW]	06:55AM	12:03PM	5.0000000		8.00
	401 [STW]	12:33PM	03:32PM	3.0000000		
02/21/2024 Wed	401 [STW]	06:55AM	12:04PM	5.0000000		7.75
	301 [SEW]	12:41PM	03:30PM	2.7500000		
02/22/2024 Thu	401 [STW]	06:55AM	12:11PM	5.2500000		8.00
	601 [WAW]	12:36PM	03:34PM	2.7500000		
02/23/2024 Fri	401 [STW]	06:55AM	01:37PM	6.5000000		6.50
02/24/2024 Sat	401 [STW]	07:30AM	09:30AM*	1.7500000	0.2500000	2.00
02/25/2024 Sun	401 [STW]	09:10AM	11:10AM*		2.0000000	2.00

#### Summary - SP003 [LOSBY, BRADEN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									86.25
3 [SICK]									27.75
6 [FH]									8.00
7 [BREV]									
301 [SEW]	1[UNUSED]	2.75		2.75					
401 [STW]	1[UNUSED]	34.50	2.25	36.75					
601 [WAW]	1[UNUSED]	2.75		2.75					
<b>TOTALS</b>		<b>40.00</b>	<b>2.25</b>	<b>42.25</b>					<b>122.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x BLV

Employee Signature

*Streets - 23.0 2.25*  
*Parks - 1.0*  
*Sewer - 14.0*  
*Water - 2.0*

x [Signature]

Supervisor Signature

Weekly Work Log February 19 – February 25 2024 Braden Losby

**Monday February 19 2024:**

Daily rounds. – 2 hours

Working on new Holland tractor. – 4 hours

Working on shop. – 2 hours

**Tuesday February 20 2024:**

Daily rounds. – 2 hours

Pushing brush. – 1 hour

Working on shop. – 5 hours

**Wednesday February 21 2024:**

Daily rounds. – 2 hours

Working on effluent channel at wwtp. – 3 hours

Working on wwtp office. – 2 hours

Working on blowers at wwtp. – 1 hour

**Thursday February 22 2024:**

Daily rounds. – 2 hours

Cleaning out clarifiers. – 3 hours

Working on blowers. – 2 hours

Planning out park cleanup. 1 hours

**Friday February 23 2024:**

Daily rounds. – 2 hours

Leveling out driveway at wwtp. – 1 hour

Meter reads. – 3 hours

**Saturday February 24 2024:**

Weekend rounds. – 2 hours

**Sunday February 25 2024:**

Weekend rounds. – 2 hours



### Employee Timecard - LPHELAN-07/27/2015

Item 6.

Report Date: 02/26/2024

02/19/2024 - 02/25/2024 [7 days]

Report Time: 4:08:51 PM

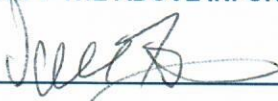
**PW005 [PETERSON, DALE]**

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

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/19/2024 Mon	301 [SEW]	06:54AM	12:01PM	5.0000000		
	301 [SEW]	12:29PM	03:26PM	3.0000000		8.00
02/20/2024 Tue	301 [SEW]	06:55AM	11:57AM	5.0000000		
	301 [SEW]	12:26PM	03:23PM	3.0000000		8.00
02/21/2024 Wed	301 [SEW]	06:54AM	12:01PM	5.0000000		
	301 [SEW]	12:28PM	03:25PM	3.0000000		8.00
02/22/2024 Thu	301 [SEW]	06:55AM	12:02PM*	5.0000000		
	301 [SEW]	12:30PM*	03:25PM	3.0000000		8.00
02/23/2024 Fri	301 [SEW]	06:57AM	01:56PM	7.0000000		7.00

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									72.00
3 [SICK]									10.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	39.00		39.00					
<b>TOTALS</b>		<b>39.00</b>		<b>39.00</b>					<b>90.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x   
Employee Signature

x \_\_\_\_\_  
Supervisor Signature

Sewer - 34  
Water - 5

Dale Peterson Weekly Work Log 2-19-2024Monday 2-19-2024:

Daily Labs at WWTP 2 Hours

B side clarifier was upset and full of solids, found a valve that had left in the closed position. Restarted the clarifier and spent the remainder of the day cleaning the floatables and taking tests 6 Hours.

Tuesday 2-20-2024:

Daily Labs at WWTP 2 Hours

Adjusting and measuring to get Nitrogen/Ammonia down, cleaning clarifiers 6 Hours.

Wednesday 2-21-2024:

Daily Labs at WWTP 2 Hours

Drained and cleaned Effluent/UV channel 4 Hours, Cleaned skimmers on Clarifiers 2 Hours

Thursday: 2-22-2024:

Daily Labs at WWTP 2 Hours

Cross trained Braden on pumping down and scrubbing Clarifiers 4 Hours, changed oil in the blowers at the WWTP 2 Hours.

Friday 2-23-2024:

Daily Labs at WWTP 2 Hours

Decanted sludge tank 4 Hours, changed oil in last blower 1 Hour



**Employee Timecard - LPHELAN-07/27/2015**

02/26/2024 - 03/03/2024 [7 days]

Item 6.

<b>AD001 [PHELAN, LORI L]</b>			
Employee ID	AD001	DEPT(G2)	AD
Pay Type	3	Last Name	PHELAN
		Pay Policy	500
		First Name	LORI L

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/26/2024 Mon	501 [TRW]	12:36PM	05:01PM	4.5000000		4.50
02/27/2024 Tue	501 [TRW]	08:07AM	01:33PM	5.5000000		
	501 [TRW]	02:07PM	04:33PM	2.5000000		8.00
02/28/2024 Wed	501 [TRW]	08:01AM	01:04PM	5.0000000		
	501 [TRW]	01:32PM	04:30PM	3.0000000		8.00
02/29/2024 Thu	501 [TRW]	08:03AM	12:01PM	4.0000000		
	501 [TRW]	02:45PM	04:45PM	2.0000000		6.00
03/01/2024 Fri	501 [TRW]	08:05AM	11:34AM	3.5000000		
	501 [TRW]	12:06PM	04:43PM	4.7500000		8.25

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									96.00
3 [SICK]						4.00			4.00
6 [FH]									8.00
501 [TRW]	1[UNUSED]	34.75		34.75					
<b>TOTALS</b>		<b>34.75</b>		<b>34.75</b>		<b>4.00</b>			<b>108.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x \_\_\_\_\_

Supervisor Signature

Treas 16.25  
 Clerk 10.50  
 Sewer Admin 4.00  
 Water Admin 4.00  
34.75

## Time Distribution Work Log Week of February 26-March 1, 2024

## ✓Monday

- ~~Vacation 3.5 Hrs~~
- Print and distribute timesheets to staff for review and signatures
- Log in information rec'd from MC for WRS. Accessed portal and submitted January WRS monthly report for ACH withdrawal on 02.29.24.
- Review and respond to emails

## ✓Tuesday

- Emails
- Check ACH utility payments rec'd at FSB for SC to enter in WH **.5 hrs**
- Emailed Jon Cameron regarding the water meter project and status of the water fund
- Worked with SC to begin utility billing **1.5 hrs**
- Email Todd Parkos regarding Strutt property
- Jon Husom regarding new home build-emailed Larry Schmidt about a sewer easement from Gerald Hubbard in 1976.
- Email to Pam Higinbotham at Baer regarding not receiving our Dean invoice yet for March.
- Contacted Dean for Admin access
- WRS February Remittance submittal

## ✓Wednesday

- Emails
- To County Clerk and back for Election materials **.75 hrs**
- Spoke to Larry Schmidt about the Hubbard easement. This is located on the south side of Wells, not where the lift station is on the north side.
- Met with Jon Cameron - water meter project and water fund cash flow **.5 hrs**
- Updated 2024 Important Dates Calendar and distributed to staff
- Reached out to Sheila Blum @ Baer regarding the bond for myself and SC for our notary.
- Finished up utility bills with SC **1.0 hrs**

## ✓Thursday

- Emails
- 10 day disconnect notices printed for PW to distribute **1.0 hrs**
- Staff time allocations calculated and entered in NT
- Registered with eSLA for submission of annual injury report and 2% Fire Dues Certification

## ✓Friday

- Finish allocating timesheets
- Emails
- Respond to email and phone inquiries regarding 10 day disconnect notices distributed **2.5 hrs**
- Receive utility payments **.5 hrs**
- Bank deposit
- Complete and mail notary applications for myself and Shyanne
- Print Bank Statements for reconciliation

### Employee Timecard - LPHELAN-07/27/2015

Item 6.

Report Date: 03/04/2024

02/26/2024 - 03/03/2024 [7 days]

Report Time: 8:30:11 AM

<b>AD004 [CUSHMAN, SHYANNE]</b>			
Employee ID	AD004	DEPT(G2)	DC
Pay Type	3	Last Name	CUSHMAN
		Pay Policy	550
		First Name	SHYANNE

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/26/2024 Mon	511 [CW]	07:57AM	12:34PM	4.5000000		
	511 [CW]	01:04PM	04:32PM	3.5000000		8.00
02/27/2024 Tue	511 [CW]	07:58AM	12:21PM	4.2500000		
	511 [CW]	12:51PM	04:30PM	3.7500000		8.00
02/28/2024 Wed	511 [CW]	08:00AM	12:15PM	4.2500000		
	511 [CW]	12:45PM	04:30PM	3.7500000		8.00
02/29/2024 Thu	511 [CW]	07:59AM	12:46PM	4.7500000		
	511 [CW]	01:16PM	04:30PM	3.2500000		8.00
03/01/2024 Fri	511 [CW]	07:57AM	12:01PM	4.0000000		4.00

Summary - AD004 [CUSHMAN, SHYANNE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									108.00
3 [SICK]					8.00	4.00			12.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	36.00		36.00					
<b>TOTALS</b>		<b>36.00</b>		<b>36.00</b>	<b>8.00</b>	<b>4.00</b>			<b>128.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x   
Employee Signature

x \_\_\_\_\_  
Supervisor Signature

Dep Clerk 28.0  
Sewer Admin 4.0  
Water Admin 4.0  
36.0



## Time Distribution

<b>Monday</b>	Social Posts Park/Rec Meeting Setup/ Posting Utility Payments Dog park Donation creative Utility Billing
<b>Tuesday</b>	Grant Training (9am-12pm) Utility Interface/Billing Social Posts/Design Dog park can/Social
<b>Wednesday</b>	Grant Training (9am-12pm) Social Posts/Design Gymnastics Social Utility Printing/Mailing
<b>Thursday</b>	Social Posts Dog Licenses Utility Payments Utility E-bills / Mailing Distribute Dog Park Canisters
<b>Friday</b>	(Half Day) Bank Run (Notary) Utility Payments Dog Licenses Helped Harry with gym floor cover Grant Information Gathering (1 hour 30 min)

**Employee Timecard - LPHELAN-07/27/2015**

02/26/2024 - 03/03/2024 [7 days]

Item 6.

**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	Reg Hrs	OT Hrs	Daily Total
02/26/2024 Mon	401 [STW]	07:58AM	11:57AM	4.0000000		4.00
02/27/2024 Tue	401 [STW]	08:12AM	12:29PM	4.2500000		4.25
02/28/2024 Wed	401 [STW]	08:00AM	12:14PM	4.2500000		4.25
02/29/2024 Thu	401 [STW]	08:03AM	12:36PM	4.5000000		4.50
03/01/2024 Fri	401 [STW]	07:54AM	12:09PM	4.2500000		4.25

**Summary - PW003 [JOHNSON, HARRY]**

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	21.25		21.25					
<b>TOTALS</b>		<b>21.25</b>		<b>21.25</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Harry Johnson*  
 Employee Signature

X \_\_\_\_\_  
 Supervisor Signature

2/26 Mon checked garbage at RCC, leveled gravel at parking lot of RCC, landscaped around village  
 2/27 Tues leveled gravel by ball fields, brought big ball field drag to shop, landscaped around village  
 2/28 Wed repaired big ball field drag & took back to park  
 2/29 Thurs emptied garbage at RCC, check water leak in hallway, landscaped at RCC  
 3/1 Fri opened RCC, took down pick (ball) net, put down gym floor mats, landscaped around village, checked out new mower

### Employee Timecard - LPHELAN-07/27/2015

02/26/2024 - 03/03/2024 [7 days]

Item 6.

#### PW005 [PETERSON, DALE]

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

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/26/2024 Mon	301 [SEW]	06:54AM	11:58AM	5.0000000		
	301 [SEW]	12:28PM	03:24PM	3.0000000		8.00
02/27/2024 Tue	301 [SEW]	06:56AM	03:30PM*	8.5000000		8.50
02/28/2024 Wed	301 [SEW]	06:58AM	11:58AM	5.0000000		
	301 [SEW]	12:28PM	03:26PM	3.0000000		8.00
02/29/2024 Thu	301 [SEW]	06:54AM	12:05PM*	5.0000000		
	301 [SEW]	12:30PM*	03:25PM	3.0000000		8.00
03/01/2024 Fri	301 [SEW]	06:55AM	01:54PM	7.0000000		7.00

#### Summary - PW005 [PETERSON, DALE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									72.00
3 [SICK]					10.00	4.00			14.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	39.50		39.50					
<b>TOTALS</b>		<b>39.50</b>		<b>39.50</b>	<b>10.00</b>	<b>4.00</b>			<b>94.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X \_\_\_\_\_

Supervisor Signature

Sewer 28.0  
 Water 11.5



Dale Peterson Weekly Work Log 2-26-2024Monday 2-26-2024:

Daily Labs at WWTP 2 Hours

Cleaned skimmers and clarifiers 2 Hours, Troubleshoot speed board 1 Hour, Cleaned screen and Influent trough 3 Hours.

Tuesday 2-27-2024:

Daily Labs at WWTP 2 Hours

Gathered information to complete Cross Connection Annual Report 4 Hours, Cleaned skimmers 2 Hours.

Wednesday 2-28-2024:

Daily Labs at WWTP 2 Hours

Completed Annual Cross Connection Report 3 Hours, Cleaned skimmers 1 Hour, Purged and cleaned Alum Chem pump system 2 Hours.

Thursday: 2-29-2024:

Daily Labs at WWTP 2 Hours

Generator Exercising at Well 2 1 Hour, Adjusting and cleaning clarifier 4, Took delivery of new mower 1 Hour.

Friday 3-1-2024:

Daily Labs at WWTP 2 Hours

Delivered 10 disconnects 2 Hours, pumped down and scrubbed clarifiers 3 Hours

## Employee Timecard - LPHELAN-07/27/2015

Item 6.

Report Date: 03/04/2024

02/26/2024 - 03/03/2024 [7 days]

Report Time: 8:30:12 AM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/26/2024 Mon	401 [STW]	06:55AM	11:52AM	4.7500000		7.75
	401 [STW]	12:33PM	03:29PM	3.0000000		
02/27/2024 Tue	401 [STW]	06:55AM	12:02PM	5.0000000		8.00
	401 [STW]	12:32PM	03:33PM	3.0000000		
02/28/2024 Wed	401 [STW]	06:55AM	12:02PM	5.0000000		8.00
	401 [STW]	12:33PM	03:32PM	3.0000000		
02/29/2024 Thu	401 [STW]	06:55AM	12:27PM	5.5000000		8.00
	601 [WAW]	01:02PM	03:29PM	2.5000000		
03/01/2024 Fri	301 [SEW]	06:55AM	08:16AM	1.2500000		6.75
	401 [STW]	08:41AM	02:21PM	5.5000000		
03/02/2024 Sat	401 [STW]	07:40AM	09:40AM*	1.5000000	0.5000000	2.00
03/03/2024 Sun	401 [STW]	10:41AM	12:41PM*		2.0000000	2.00

Summary - SP003 [LOSBY, BRADEN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									86.25
3 [SICK]					27.75	4.00			31.75
6 [FH]									8.00
7 [BREV]									
301 [SEW]	1[UNUSED]	1.25		1.25					
401 [STW]	1[UNUSED]	36.25	2.50	38.75					
601 [WAW]	1[UNUSED]	2.50		2.50					
<b>TOTALS</b>		<b>40.00</b>	<b>2.50</b>	<b>42.50</b>	<b>27.75</b>	<b>4.00</b>			<b>126.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x     *BL*    

Employee Signature

*Sewer 7.5*

*Water 7.5*

*Streets 25.0*  
            
*40.0*

*OT*

*2.5*  
*2.5 = 42.5*

x     *[Signature]*    

Supervisor Signature



Weekly Work Log February 26 – March 3 2024 Braden Losby**Monday February 26 2024:**

Daily rounds. – 2 hours  
Working on new Holland and water trailer. – 3 hours  
Working on speed sign. – 2 hours  
Inspecting manholes. – 1 hour

**Tuesday February 27 2024:**

Daily rounds. – 2 hours  
Burning brush. – 3 hours  
Farm and fleet and Walmart run. – 1 hour  
Removing snowmobile snow fence. – 2 hours

**Wednesday February 28 2024:**

Daily rounds. – 2 hours  
Working on ball field drag. – 3 hours  
Hardware store run. – 1 hour  
Working on green shed. – 2 hours

**Thursday February 29 2024:**

Daily rounds. – 2 hours  
Looking over leaking issue at school. – 1 hour  
Removing salter from baby dump. – 2 hours  
Looking over new Ferris mower. – 1 hour  
Street sweeping. – 4 hours

**Friday March 1 2024:**

Daily rounds. – 2 hours  
Handing out disconnects. – 1 hour  
Street sweeping. – 4 hours

**Saturday March 2 2024:**

Weekend rounds. – 2 hours

PS!

**Sunday March 3 2024:**

Weekend rounds. – 2 hours

**Summary Report.TA - LPHELAN-09/01/2016**

Primary Sort By: LOC(G1);DEPT(G2);Employee

02/19/2024 - 03/03/2024 [14 days]

Employee	Police Wages	Reg Hours	Adjust Police Hours	Wages	OT-1 Hours	Holidays Hours	Police Float Ho	Vacation Hours	Police Sick Hours	Police Grant Hours	Reg Hours	Total Hrs
<b>LOC: 1 [Village of Ridgeway]</b>												
<b>DEPT: PD [Police]</b>												
GORHAM, MICHAEL [PD011]		55.50	-3.50					28.00				80.00
<b>PD [Police] Total:</b>		55.50	-3.50		0.00	0.00	0.00	28.00	0.00		0.00	80.00
<b>Head Count:</b>												<b>1</b>
<b>1 [Village of Ridgeway] Total:</b>		55.50	-3.50		0.00	0.00	0.00	28.00	0.00		0.00	80.00
<b>Head Count:</b>												<b>1</b>
<b>Grand Total:</b>		55.50	-3.50		0.00	0.00	0.00	28.00	0.00		0.00	80.00
<b>Head Count:</b>												<b>1</b>

**END OF REPORT**

**Summary Report.TA - LPHELAN-09/01/2016**

### Employee Timecard - LPHELAN-07/27/2015

Item 6.

Report Date: 02/26/2024

02/19/2024 - 02/25/2024 [7 days]

Report Time: 4:08:51 PM

<b>PD011 [GORHAM, MICHAEL]</b>					
Employee ID	PD011	DEPT(G2)	PD	Pay Policy	203
Pay Type	1	Last Name	GORHAM	First Name	MICHAEL

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/19/2024 Mon	204 [POV]			8.0000000		8.00
02/20/2024 Tue	204 [POV]			8.0000000		8.00
02/21/2024 Wed	204 [POV]			8.0000000		8.00
02/22/2024 Thu	204 [POV]			4.0000000		4.00
02/23/2024 Fri	201 [POW]	05:28PM	12:09AM	6.7500000		6.75
02/24/2024 Sat	201 [POW]	04:30PM*	11:30PM*	7.0000000		7.00
02/25/2024 Sun	201 [POW]	04:13PM	10:36PM	6.2500000		6.25

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					163.25		28.00		135.25
3 [SICK]									159.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	20.00		20.00					
204 [POV]	1[UNUSED]	28.00		28.00					
<b>TOTALS</b>		<b>48.00</b>		<b>48.00</b>	<b>163.25</b>		<b>28.00</b>		<b>302.25</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

X \_\_\_\_\_  
Supervisor Signature

**Employee Timecard - LPHELAN-07/27/2015**

Item 6.

Report Date: 03/04/2024

02/26/2024 - 03/03/2024 [7 days]

Report Time: 2:19:12 PM

<b>PD011 [GORHAM, MICHAEL]</b>			
Employee ID	PD011	DEPT(G2)	PD
Pay Type	1	Last Name	GORHAM
		Pay Policy	203
		First Name	MICHAEL

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/27/2024 Tue	201 [POW]	06:57AM	11:45AM*	4.7500000		4.75
02/28/2024 Wed	201 [POW]	05:18PM	10:40PM	5.5000000		5.50
02/29/2024 Thu	201 [POW]	08:10AM	07:47PM	11.5000000		11.50
03/01/2024 Fri	201 [POW]	09:42AM	07:36PM	9.7500000		9.75
03/02/2024 Sat	201 [POW]	08:00PM*	12:00AM*	4.0000000		4.00
03/03/2024 Sun	208 [PADJ]			-3.5000000		-3.50

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									135.25
3 [SICK]					159.00	4.00			163.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	35.50		35.50					
208 [PADJ]	1[UNUSED]	-3.50		-3.50					
<b>TOTALS</b>		<b>32.00</b>		<b>32.00</b>	<b>159.00</b>	<b>4.00</b>			<b>306.25</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  \_\_\_\_\_  
Employee Signature

X \_\_\_\_\_  
Supervisor Signature



**Time Distribution Report.LC - LPHELAN-01/25/2024**

Report Date: 02/20/2024

Primary Sort By: Employee;DEPT(G2)

Report Time: 1:25:50 PM

02/05/2024 - 02/18/2024 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
<b>Employee: AD001 [PHELAN, LORI L]</b>				
AD [General Admin]	501[TRW]	45.50	0.00	45.50
AD [General Admin]	511[CW]	17.00	0.00	17.00
SE [Sewer]	305[SADW]	7.00	0.00	7.00
WA [Water]	605[WADW]	7.00	0.00	7.00
<b>AD001 [PHELAN, LORI L] Total:</b>		<b>76.50</b>	<b>0.00</b>	<b>76.50</b>
<b>Employee: AD003 [JOHNSON, MAGGIE]</b>				
DC [Deputy Clerk]	511[CW]	5.50	0.00	5.50
<b>AD003 [JOHNSON, MAGGIE] Total:</b>		<b>5.50</b>	<b>0.00</b>	<b>5.50</b>
<b>Employee: AD004 [CUSHMAN, SHYANNE]</b>				
DC [Deputy Clerk]	511[CW]	67.50 ✓	0.00	67.50
SE [Sewer]	305[SADW]	4.25 ✓	0.00	4.25
WA [Water]	605[WADW]	4.25 ✓	0.00	4.25
<b>AD004 [CUSHMAN, SHYANNE] Total:</b>		<b>76.00</b>	<b>0.00</b>	<b>76.00</b> ✓
<b>Employee: PW003 [JOHNSON, HARRY]</b>				
FM [FACILITES MAINTENANCE]	611[FMW]	29.00	0.00	29.00
PA [Parks]	101[PAW]	2.00	0.00	2.00
SP [Streets Plowing]	401[STW]	1.50	0.00	1.50
ST [Streets]	401[STW]	3.00	0.00	3.00
<b>PW003 [JOHNSON, HARRY] Total:</b>		<b>35.50</b>	<b>0.00</b>	<b>35.50</b>
<b>Employee: PW005 [PETERSON, DALE]</b>				
SE [Sewer]	301[SEW]	58.00	0.00	58.00
SE [Sewer]	303[SES]	2.00	0.00	2.00
SE [Sewer]	304[SEV]	4.00	0.00	4.00
ST [Streets]	401[STW]	3.00	0.00	3.00
WA [Water]	601[WAW]	6.00	0.00	6.00
WA [Water]	603[WAS]	2.00	0.00	2.00
WA [Water]	604[WAV]	4.00	0.00	4.00
<b>PW005 [PETERSON, DALE] Total:</b>		<b>79.00</b>	<b>0.00</b>	<b>79.00</b>
<b>Employee: SP003 [LOSBY, BRADEN]</b>				
FM [FACILITES MAINTENANCE]	611[FMW]	2.75	0.00	2.75
PA [Parks]	101[PAW]	14.75	0.00	14.75
SE [Sewer]	301[SEW]	5.50	0.00	5.50
SP [Streets Plowing]	401[STW]	4.00	0.00	4.00
ST [Streets]	401[STW]	46.50	6.00	52.50
WA [Water]	601[WAW]	6.50	0.00	6.50
<b>SP003 [LOSBY, BRADEN] Total:</b>		<b>80.00</b>	<b>6.00</b>	<b>86.00</b>
<b>Grand Totals:</b>		<b>352.50</b>	<b>6.00</b>	<b>358.50</b>

END OF REPORT

**Time Distribution Report.LC - LPHELAN-01/25/2024**

Employee Timecard - LPHELAN-07/27/2015

Item 6.

Report Date: 02/12/2024

02/05/2024 - 02/11/2024 [7 days]

Report Time: 10:30:13 AM

<b>AD001 [PHELAN, LORI L]</b>			
Employee ID	AD001	DEPT(G2)	AD
Pay Type	3	Last Name	PHELAN
		Pay Policy	500
		First Name	LORI L

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/05/2024 Mon	501 [TRW]	07:53AM	01:27PM	5.5000000		
	501 [TRW]	02:05PM	04:38PM	2.7500000		8.25
02/06/2024 Tue	511 [CW]	09:47AM	05:14PM	7.5000000		7.50
02/07/2024 Wed	501 [TRW]	07:57AM	01:01PM	5.0000000		
	501 [TRW]	01:36PM	04:32PM	3.0000000		8.00
02/08/2024 Thu	501 [TRW]	02:26PM	04:30PM	2.0000000		
	511 [CW]	05:54PM	07:56PM	2.0000000		4.00
02/09/2024 Fri	501 [TRW]	08:06AM	01:57PM	6.0000000		
	501 [TRW]	02:34PM	05:28PM	3.0000000		9.00

Summary - AD001 [PHELAN, LORI L]						Accrual				
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs		Prior Bal	Adjust	Used	Earned	Available
2 [VACA]										
3 [SICK]										
6 [FH]										
501 [TRW]	1[UNUSED]	27.25		27.25						
511 [CW]	1[UNUSED]	9.50		9.50						
<b>TOTALS</b>		<b>36.75</b>		<b>36.75</b>						

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan  
Employee Signature

x \_\_\_\_\_  
Supervisor Signature

Treasurer - 25.75  
Clerk - 8.5  
Sewer Adv - 1.25  
Water Adv - 1.25  
36.75

Bank Reconciliation, Plan Commission  
MTG, Bank Deposits, Process Tax  
Pymts + run reports for February  
Settlement, receive bills with  
pymts + verify bank deposits,  
Prepare + post meeting agendas  
Board MTG + Plan Commission



**Employee Timecard - LPHELAN-07/27/2015**

Item 6.

Report Date: 02/12/2024

02/05/2024 - 02/11/2024 [7 days]

Report Time: 10:30:13 AM

<b>AD003 [JOHNSON, MAGGIE]</b>					
Employee ID	AD003	DEPT(G2)	DC	Pay Policy	550
Pay Type	3	Last Name	JOHNSON	First Name	MAGGIE

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/06/2024 Tue	511 [CW]	04:58PM	09:16PM	4.2500000		4.25
02/07/2024 Wed	511 [CW]	04:20PM	05:30PM	1.2500000		1.25

Summary - AD003 [JOHNSON, MAGGIE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									
3 [SICK]									
6 [FH]									
511 [CW]	1[UNUSED]	5.50		5.50					
<b>TOTALS</b>		<b>5.50</b>		<b>5.50</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x   
Employee Signature

x   
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Item 6.

Report Date: 02/12/2024

02/05/2024 - 02/11/2024 [7 days]

Report Time: 10:30:13 AM

<b>AD004 [CUSHMAN, SHYANNE]</b>					
Employee ID	AD004	DEPT(G2)	DC	Pay Policy	550
Pay Type	3	Last Name	CUSHMAN	First Name	SHYANNE

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/05/2024 Mon	511 [CW]	07:59AM	12:13PM	4.2500000		
	511 [CW]	12:43PM	04:30PM	3.7500000		8.00
02/06/2024 Tue	511 [CW]	09:54AM	02:08PM	4.2500000		
	511 [CW]	02:38PM	09:16PM	6.5000000		10.75
02/07/2024 Wed	511 [CW]	09:56AM	02:15PM	4.2500000		
	511 [CW]	02:45PM	05:40PM	3.0000000		7.25
02/08/2024 Thu	511 [CW]	07:57AM	12:19PM	4.2500000		
	511 [CW]	12:48PM	04:28PM	3.7500000		8.00
02/09/2024 Fri	511 [CW]	07:55AM	01:58PM	6.0000000		6.00

Summary - AD004 [CUSHMAN, SHYANNE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									108.00
3 [SICK]									8.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	40.00		40.00					
<b>TOTALS</b>		<b>40.00</b>		<b>40.00</b>					<b>124.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

X \_\_\_\_\_  
Supervisor Signature

Dep Clerk 37.0  
Sewer Adm 1.5  
Water Adm 1.5



Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/12/2024

02/05/2024 - 02/11/2024 [7 days]

Report Time: 10:30:13 AM

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

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/05/2024 Mon	401 [STW]	08:05AM	11:04AM	3.0000000		3.00
02/06/2024 Tue	401 [STW]	08:07AM	12:00PM	4.0000000		4.00
02/07/2024 Wed	401 [STW]	07:56AM	12:15PM	4.2500000		4.25
02/08/2024 Thu	401 [STW]	07:58AM	11:44AM	3.7500000		3.75
02/09/2024 Fri	401 [STW]	07:59AM	11:38AM	3.7500000		3.75

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	18.75		18.75					
<b>TOTALS</b>		<b>18.75</b>		<b>18.75</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Harry Johnson*  
Employee Signature

X \_\_\_\_\_  
Supervisor Signature

2/5 Mon Swept gym floor, put up pickle ball net  
swept hallways & Multi purpose room

2/6 Tues cleaned kitchen, brought old maps from shop to  
RCE, put up bulletin boards in shop office, removed  
cargel from Jarvis St. took to park dumpster

Wed 2/7 Helped put up plywood in portable building  
windows & doors, brought paint supplies from shop to RCE

Thurs 2/8 Removed Christmas tree branches frt. flower bed  
helped with concession stand lights

Fri 2/9 checked lights in basement, mopped & cleaned bathrooms  
Mopped multi purpose room floors

Employee Timecard - LPHELAN-07/27/2015

Item 6.

Report Date: 02/12/2024

02/05/2024 - 02/11/2024 [7 days]

Report Time: 10:30:13 AM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/05/2024 Mon	301 [SEW]	06:56AM	11:58AM	5.0000000		
	301 [SEW]	12:28PM	03:25PM	3.0000000		8.00
02/06/2024 Tue	301 [SEW]	06:57AM	11:55AM	5.0000000		
	301 [SEW]	12:23PM	03:25PM	3.0000000		8.00
02/07/2024 Wed	301 [SEW]	06:55AM	12:11PM	5.2500000		
	301 [SEW]	12:42PM	03:26PM	2.7500000		8.00
02/08/2024 Thu	301 [SEW]	06:54AM	12:05PM*	5.0000000		
	301 [SEW]	12:28PM*	02:54PM	2.5000000		7.50
02/09/2024 Fri	304 [SEV]			8.0000000		8.00

Summary - PW005 [PETERSON, DALE]										
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual					
					Prior Bal	Adjust	Used	Earned	Available	
2 [VACA]					80.00			8.00		72.00
3 [SICK]										14.00
6 [FH]										8.00
301 [SEW]	1[UNUSED]	31.50		31.50						
304 [SEV]	1[UNUSED]	8.00		8.00						
<b>TOTALS</b>		<b>39.50</b>		<b>39.50</b>	<b>80.00</b>			<b>8.00</b>		<b>94.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X \_\_\_\_\_

Supervisor Signature

*Sewer 34.5  
Water 5.0*

Dale Peterson Weekly Work Log 2-5-2024

Monday 2-5-2024:

Daily Labs at WWTP 2 Hours

Cleaned screen and DO Probes 2 Hours, pumped decant from sludge tank 4 Hours.

Tuesday 2-6-2024:

Daily Labs at WWTP 2 Hours

Decanted sludge tank 5 Hours, Pulled Nitrate sample from Well 1 and delivered to Speedee 1Hour.

Wednesday 2-7-2024:

Daily Labs at WWTP 2 Hours

Pumped decant from the sludge tank 4 Hours, Completed and submitted water and wastewater reports 2 Hours.

Thursday: 2-8-2024:

Daily Labs at WWTP 2 Hours

Pumped down and scrubbed both clarifiers and skimmed floatables from the surface of both 5.5 Hours.

Friday 2-8-2024:

8 Hours Vacation



Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/12/2024

02/05/2024 - 02/11/2024 [7 days]

Report Time: 10:30:13 AM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/05/2024 Mon	401 [STW]	06:54AM	11:57AM	5.0000000		
	401 [STW]	12:35PM	03:29PM	3.0000000		8.00
02/06/2024 Tue	401 [STW]	06:55AM	11:43AM	4.7500000		
	601 [WAW]	12:30PM	03:29PM	3.0000000		
	401 [STW]	06:45PM*	09:14PM*	2.5000000		10.25
02/07/2024 Wed	401 [STW]	06:55AM	11:57AM	5.0000000		
	401 [STW]	12:38PM	03:29PM	2.7500000		7.75
02/08/2024 Thu	401 [STW]	06:55AM	11:59AM	5.0000000		
	301 [SEW]	12:37PM	03:24PM	3.0000000		
	401 [STW]	06:16PM	06:53PM	0.7500000		8.75
02/09/2024 Fri	401 [STW]	06:56AM	11:45AM	4.7500000		4.75
02/10/2024 Sat	401 [STW]	07:39AM	09:39AM*	0.5000000	1.5000000	2.00
02/11/2024 Sun	401 [STW]	10:03AM	12:03PM*		2.0000000	2.00

Summary - SP003 [LOSBY, BRADEN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									86.25
3 [SICK]									27.75
6 [FH]									8.00
7 [BREV]									
301 [SEW]	1[UNUSED]	3.00		3.00					
401 [STW]	1[UNUSED]	34.00	3.50	37.50					
601 [WAW]	1[UNUSED]	3.00		3.00					
<b>TOTALS</b>		<b>40.00</b>	<b>3.50</b>	<b>43.50</b>					<b>122.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x BL

Employee Signature

x Jan 7

Supervisor Signature

Sheet 20.5

OT 3.5

Sever 2.0

Water 3.0

Parks 11.75

Fac. Maint. 2.75

40.0

3.5 = 43.5

Weekly Work Log February 5 – February 11 2024      Braden Losby

**Monday February 5 2024:**

Daily rounds. – 2 hours

Installing new skid steer windshield. – 3 hours

Washing trucks. – 3 hours

**Tuesday February 6 2024:**

Daily rounds. – 2 hours

Working on skid steer. – 2 hours

Working on shop office. – 4 hours

Park and rec meeting. – 3 hours

**Wednesday February 7 2024:**

Daily rounds. – 2 hours

Boarding up windows on portable building. – 3 hours

Emergency locates. – 1 hour

Working on concession stand. – 2 hours

**Thursday February 8 2024:**

Daily rounds. – 2 hours

Installing new concession stand lighting. – 6 hours

Planning committee meeting. – 1 hour

**Friday February 9 2024:**

Daily rounds. – 2 hours

Cleaning up concession stand. – 2 hours

Getting stuff together for board meeting. – 1 hour

**Saturday February 10 2024:**

Weekend rounds. – 2 hours

**Sunday February 11 2024:**

Weekend rounds. – 2 hours

**Employee Timecard - LPHELAN-07/27/2015**

02/12/2024 - 02/18/2024 [7 days]

Item 6.

**AD001 [PHELAN, LORI L]**

Employee ID	AD001	DEPT(G2)	AD	Pay Policy	500
Pay Type	3	Last Name	PHELAN	First Name	LORI L

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/12/2024 Mon	501 [TRW]	08:02AM	01:36PM	5.500000		
	605 [WADW]	02:07PM	04:39PM	2.750000		8.25
02/13/2024 Tue	501 [TRW]	07:59AM	12:15PM	4.250000		
	511 [CW]	12:46PM	09:13PM	8.500000		12.75
02/14/2024 Wed	501 [TRW]	08:02AM	12:04PM	4.000000		4.00
02/15/2024 Thu	501 [TRW]	08:30AM*	05:00PM*	8.500000		8.50
02/16/2024 Fri	501 [TRW]	08:30AM*	12:00PM*	3.500000		
	305 [SADW]	01:50PM	04:25PM	2.750000		6.25

**Summary - AD001 [PHELAN, LORI L]**

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]						108.00			108.00
3 [SICK]									
6 [FH]						8.00			8.00
305 [SADW]	1[UNUSED]	2.75		2.75					
501 [TRW]	1[UNUSED]	25.75		25.75					
511 [CW]	1[UNUSED]	8.50		8.50					
605 [WADW]	1[UNUSED]	2.75		2.75					
<b>TOTALS</b>		<b>39.75</b>		<b>39.75</b>		<b>116.00</b>			<b>116.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori Phelan  
 Employee Signature

x \_\_\_\_\_  
 Supervisor Signature

Treasurer 19.75  
 Clerk 8.5  
 Sewer Adm 5.75  
 Water Adm 5.75  
39.75

Attend Plan Commission mtg + BOT mtg,  
 Utility ACH payments processed,  
 Attend Eblers Finance Workshop  
 Distribute timesheets, allocate wkly hrs.  
 Respond to emails, begin catch up WRS  
 Watch Webinars for WRS.



**Employee Timecard - LPHELAN-07/27/2015**

02/12/2024 - 02/18/2024 [7 days]

Item 6.

**AD004 [CUSHMAN, SHYANNE]**

<b>Employee ID</b>	AD004	<b>DEPT(G2)</b>	DC	<b>Pay Policy</b>	550
<b>Pay Type</b>	3	<b>Last Name</b>	CUSHMAN	<b>First Name</b>	SHYANNE

**Time Card**

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/12/2024 Mon	511 [CW]	07:56AM	12:20PM	4.2500000		
	511 [CW]	12:50PM	04:33PM	3.7500000		8.00
02/13/2024 Tue	511 [CW]	07:58AM	11:57AM	4.0000000		4.00
02/14/2024 Wed	511 [CW]	07:58AM	12:31PM	4.5000000		
	511 [CW]	01:00PM	04:29PM	3.5000000		8.00
02/15/2024 Thu	511 [CW]	07:59AM	12:15PM	4.2500000		
	511 [CW]	12:46PM	04:28PM	3.7500000		8.00
02/16/2024 Fri	511 [CW]	07:58AM	12:09PM	4.2500000		
	511 [CW]	12:41PM	04:27PM	3.7500000		8.00

**Summary - AD004 [CUSHMAN, SHYANNE]**

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									108.00
3 [SICK]									8.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	36.00		36.00					
<b>TOTALS</b>		<b>36.00</b>		<b>36.00</b>					<b>124.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
 Employee Signature

X \_\_\_\_\_  
 Supervisor Signature

**Employee Timecard - LPHELAN-07/27/2015**

02/12/2024 - 02/18/2024 [7 days]

Item 6.

**PW003 [JOHNSON, HARRY]**

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

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/13/2024 Tue	611 [FMW]	08:01AM	12:31PM	4.5000000		4.50
02/14/2024 Wed	611 [FMW]	07:54AM	12:06PM	4.0000000		4.00
02/15/2024 Thu	401 [STW]	06:54AM	11:31AM	4.5000000		4.50
02/16/2024 Fri	401 [STW]	07:57AM	11:47AM	3.7500000		3.75

**Summary - PW003 [JOHNSON, HARRY]**

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	8.25		8.25					
611 [FMW]	1[UNUSED]	8.50		8.50					
<b>TOTALS</b>		<b>16.75</b>		<b>16.75</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*  
 Employee Signature

x \_\_\_\_\_  
 Supervisor Signature

2/13 Tues Cleaned mop room, cleaned mop soap machine  
 got easter decorations out of storage  
 2/14 Wed stocked shelves in storage room, checked ball field  
 & ball field lights opened REC, took cardboard to recycling bin  
 2/15 Thurs plowed snow, helped with down tree on Mandt court  
 checked old hall way floor pieces for removal, removed tape  
 from walls upstairs  
 2/16 Fri pulled out floor mats in gym, put away pickle ball  
 net, got gym score board working, put away toilet bowl  
 cleaner, stocked bathrooms



### Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/19/2024

02/12/2024 - 02/18/2024 [7 days]

Report Time: 8:35:44 AM

Item 6.

#### 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	Reg Hrs	OT Hrs	Daily Total
02/12/2024 Mon	301 [SEW]	06:58AM	11:58AM	5.000000		
	301 [SEW]	12:24PM	03:27PM	3.000000		8.00
02/13/2024 Tue	301 [SEW]	06:57AM	12:00PM	5.000000		
	301 [SEW]	12:27PM	02:54PM	2.500000		
	301 [SEW]	05:30PM*	08:09PM	2.750000		10.25
02/14/2024 Wed	301 [SEW]	06:58AM	12:33PM	5.500000		
	301 [SEW]	01:01PM	03:30PM	2.500000		8.00
02/15/2024 Thu	303 [SES]			2.000000		
	301 [SEW]	06:48AM	10:55AM	4.250000		
	603 [WAS]			2.000000		8.25
02/16/2024 Fri	301 [SEW]	06:58AM	11:56AM	5.000000		5.00

#### Summary - PW005 [PETERSON, DALE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									72.00
3 [SICK]					14.00		4.00		10.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	35.50		35.50					
303 [SES]	1[UNUSED]	2.00		2.00					
603 [WAS]	1[UNUSED]	2.00		2.00					
<b>TOTALS</b>		<b>39.50</b>		<b>39.50</b>	<b>14.00</b>		<b>4.00</b>		<b>90.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  \_\_\_\_\_

Employee Signature

X \_\_\_\_\_

Supervisor Signature

Dale Peterson Weekly Work Log 2-12-2024Monday 2-12-2024:

Daily Labs at WWTP 2 Hours

Installed the last pump at Montfort WWTP 2 Hours, experimented and adjusted wasting rates etc to control excess phosphorus 4 Hours.

Tuesday 2-13-2024:

Daily Labs at WWTP 2 Hours

Went thru chem pump specs and application with DNR 4 Hours, went thru manuals and procedures for spring drawdown of WWTP 2 Hours.

Wednesday 2-7-2024:

Daily Labs at WWTP 2 Hours

Prepped Gravely mower for sale 1 Hour, test ran single side of the WWTP plant drawdown for cleanout and adjusted skimmers to factory spec 5 Hours.

Thursday: 2-8-2024:

Daily Labs at WWTP 2 Hours

Helped homeowner remove downed tree on Meudt Court 2 Hours

4 Hours sick

Friday 2-8-2024:

Daily Labs at WWTP 2 Hours

Decanted sludge tank 3 Hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/19/2024

02/12/2024 - 02/18/2024 [7 days]

Report Time: 8:35:44 AM

Item 6.

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/12/2024 Mon	401 [STW]	06:55AM	12:07PM	5.000000		7.75
	301 [SEW]	12:49PM	03:33PM	2.750000		
02/13/2024 Tue	401 [STW]	06:55AM	11:16AM	4.250000		10.50
	401 [STW]	12:01PM	03:31PM	3.500000		
	601 [WAW]	05:25PM	08:18PM	2.750000		
02/14/2024 Wed	401 [STW]	06:55AM	12:02PM	5.000000		8.00
	401 [STW]	12:41PM	03:39PM	3.000000		
02/15/2024 Thu	401 [STW]	06:54AM	12:13PM	5.250000		7.75
	401 [STW]	12:34PM	03:21PM	2.500000		
02/16/2024 Fri	401 [STW]	06:55AM	11:36AM	4.500000		4.50
02/17/2024 Sat	401 [STW]	09:07AM	11:07AM*	1.500000	0.500000	2.00
02/18/2024 Sun	401 [STW]	09:19AM	11:19AM*		2.000000	2.00

Summary - SP003 [LOSBY, BRADEN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									86.25
3 [SICK]									27.75
6 [FH]									8.00
7 [BREV]									
301 [SEW]	1[UNUSED]	2.75		2.75					
401 [STW]	1[UNUSED]	34.50	2.50	37.00					
601 [WAW]	1[UNUSED]	2.75		2.75					
<b>TOTALS</b>		<b>40.00</b>	<b>2.50</b>	<b>42.50</b>					<b>122.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X BL  
Employee Signature

X [Signature]  
Supervisor Signature

Weekly Work Log February 12 – February 18 2024 Braden Losby**Monday February 12 2024:**

Daily rounds. – 2 hours

Assisting Montfort with installing pump. – 3 hours

Cleaning up corners on roads with skid steer. – 3 hours

**Tuesday February 13 2024:**

Daily rounds. – 2 hours

Moving old fridge out of school. – 1 hour

Changing garbage. – 2 hours

Working on village shop. – 3 hours

*Board Mtg 2.5 hrs.*

**Wednesday February 14 2024:**

Daily rounds. – 2 hours

Prepping trucks for snow storm. – 2 hours

Getting gravely zero turn ready to sell. – 3 hours

Trying to figure out ballpark lighting. – 1 hour

**Thursday February 15 2024:**

Daily rounds. – 2 hours

Plowing. – 4 hours

Clearing tree from road and working on chain saw. – 2 hours

**Friday February 16 2024:**

Daily rounds. – 2 hours

Laying out mats at school and working on scoreboard. – 2 hours

Working on new Holland tractor. – 1 hour

**Saturday February 17 2024:**

Weekend rounds. – 2 hours

**Sunday February 18 2024:**

Weekend rounds. – 2 hours



**Summary Report.TA - LPHELAN-09/01/2016**

Primary Sort By: LOC(G1);DEPT(G2);Employee

02/05/2024 - 02/18/2024 [14 days]

Item 6.

Employee	Police Wages	Reg Hours	Adjust Police Wages	OT-1 Hours	Holidays Hours	Police Float Ho	Vacation Hours	Police Sick Hours	Police Grant Reg Hours	Total Hrs
<b>LOC: 1 [Village of Ridgeway]</b>										
<b>DEPT: PD [Police]</b>										
GORHAM, MICHAEL [PD011]	81.00		-7.00				6.00		8.00	88.00
<b>PD [Police] Total:</b>	81.00		-7.00	0.00	0.00	0.00	6.00	0.00	8.00	88.00
<i>Head Count:</i>										<b>1</b>
<b>1 [Village of Ridgeway] Total:</b>	81.00		-7.00	0.00	0.00	0.00	6.00	0.00	8.00	88.00
<i>Head Count:</i>										<b>1</b>
<b>Grand Total:</b>	81.00		-7.00	0.00	0.00	0.00	6.00	0.00	8.00	88.00
<i>Head Count:</i>										<b>1</b>

**END OF REPORT**

**Summary Report.TA - LPHELAN-09/01/2016**

**Employee Timecard - LPHELAN-07/27/2015**

Item 6.

Report Date: 02/12/2024

02/05/2024 - 02/11/2024 [7 days]

Report Time: 2:22:40 PM

<b>PD011 [GORHAM, MICHAEL]</b>			
Employee ID	PD011	DEPT(G2)	PD
Pay Type	1	Last Name	GORHAM
		Pay Policy	203
		First Name	MICHAEL

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/05/2024 Mon	201 [POW]	11:02AM	10:25PM	11.5000000		11.50
02/06/2024 Tue	201 [POW]	07:55PM	11:01PM	3.0000000		3.00
02/07/2024 Wed	201 [POW]	10:08AM	04:41PM	6.5000000		
	201 [POW]	05:51PM	10:22PM	4.5000000		11.00
02/08/2024 Thu	201 [POW]	01:21PM	10:24PM	9.2500000		9.25
02/09/2024 Fri	204 [POV]			6.0000000		6.00
02/11/2024 Sun	206 [POG]	02:00PM*	10:00PM*	8.0000000		8.00

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					169.25		6.00		163.25
3 [SICK]									159.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	34.75		34.75					
204 [POV]	1[UNUSED]	6.00		6.00					
206 [POG]	1[UNUSED]	8.00		8.00					
<b>TOTALS</b>		<b>48.75</b>		<b>48.75</b>	<b>169.25</b>		<b>6.00</b>		<b>330.25</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *[Signature]*  
Employee Signature

x \_\_\_\_\_  
Supervisor Signature

2-11-2024 2p-10p.m. - Traffic Grant Overtime \*

**Employee Timecard - LPHELAN-07/27/2015**

Item 6.

Report Date: 02/19/2024  
 Report Time: 8:35:44 AM

02/12/2024 - 02/18/2024 [7 days]

<b>PD011 [GORHAM, MICHAEL]</b>			
Employee ID	PD011	DEPT(G2)	PD
Pay Type	1	Last Name	GORHAM
		Pay Policy	203
		First Name	MICHAEL

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/12/2024 Mon	201 [POW]	01:35PM	10:44PM	9.2500000		9.25
02/13/2024 Tue	201 [POW]	02:49PM	11:12PM	8.5000000		8.50
02/14/2024 Wed	201 [POW]	02:43PM	10:59PM	8.2500000		8.25
02/16/2024 Fri	201 [POW]	06:41AM	04:27PM	9.7500000		
	205 [POP]	06:00PM*	10:15PM*	4.2500000		14.00
02/17/2024 Sat	201 [POW]	03:26PM	06:00PM*	2.5000000		
	201 [POW]	10:00PM*	01:49AM*	3.7500000		6.25
02/18/2024 Sun	208 [PADJ]			-7.0000000		-7.00

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									163.25
3 [SICK]									159.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	42.00		42.00					
205 [POP]	1[UNUSED]	4.25		4.25					
208 [PADJ]	1[UNUSED]	-7.00		-7.00					
<b>TOTALS</b>		<b>39.25</b>		<b>39.25</b>					<b>330.25</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Farway @ training*  
 Employee Signature

x \_\_\_\_\_  
 Supervisor Signature

3/08/2024 4:59 PM

Treasurer's Report  
All Banks  
2/01/2024 Thru: 2/29/2024

Page: 1  
ACCT

---

1/31/2024 Balance: 1,732,276.16

Checks: -232,851.30

Receipts: 151,328.54

Other Cash Transactions: 0.00

2/29/2024 Balance: 1,650,753.40



3/08/2024 4:59 PM

Treasurer's Report

Page: 2

All Banks

ACCT

2/01/2024 Thru: 2/29/2024

Post Date	Type	Trans ID	Description	Amount
			Others Cash Transactions:	0.00

3/08/2024 4:55 PM

Treasurer's Report  
1-POOLED CHECKING ACCOUNT \*\*0307  
2/01/2024 Thru: 2/29/2024

Page: 1  
ACCT

---

1/31/2024 Balance:	705,555.24
Checks:	-229,948.97
Receipts:	148,421.80
Other Cash Transactions:	4,036.40
2/29/2024 Balance:	628,064.47

3/08/2024 4:55 PM

Treasurer's Report  
1-POOLED CHECKING ACCOUNT \*\*0307  
2/01/2024 Thru: 2/29/2024

Page: 2  
ACCT

Post Date	Type	Trans ID	Description	Amount
2/01/2024	JE	TRANSFER	Purchases by others-reimb by Pooled	4,036.40
				-----
			Others Cash Transactions:	4,036.40

3/08/2024 4:57 PM

Treasurer's Report  
2-GENERAL FUND MM \*\*0753  
2/01/2024 Thru: 2/29/2024

Page: 1  
ACCT

---

1/31/2024 Balance: 757,006.81

Checks: 0.00

Receipts: 2,363.73

Other Cash Transactions: 0.00

2/29/2024 Balance: 759,370.54



3/08/2024 4:57 PM

Treasurer's Report  
4-SEWER DNR EQUIP REPLACEMENT FUND \*\*1692  
2/01/2024 Thru: 2/29/2024

Page: 1  
ACCT

---

1/31/2024 Balance: 88,421.97

Checks: 0.00

Receipts: 276.09

Other Cash Transactions: 0.00

2/29/2024 Balance: 88,698.06

3/08/2024 4:58 PM

Treasurer's Report  
5-WATER MM ACCOUNT \*\*1801  
2/01/2024 Thru: 2/29/2024

Page: 1  
ACCT

---

1/31/2024 Balance:	104,223.52
Checks:	0.00
Receipts:	225.24
Other Cash Transactions:	0.00
2/29/2024 Balance:	104,448.76

3/08/2024 4:58 PM

Treasurer's Report  
7-Comm Dev BG GRANT \*\*0767  
2/01/2024 Thru: 2/29/2024

Page: 1  
ACCT

---

1/31/2024 Balance: 0.00

Checks: 0.00

Receipts: 0.00

Other Cash Transactions: 0.00

2/29/2024 Balance: 0.00

3/08/2024 4:58 PM

Treasurer's Report  
8-CDBG MATCHING FUNDS \*\*0783  
2/01/2024 Thru: 2/29/2024

Page: 1  
ACCT

---

1/31/2024 Balance:	0.00
Checks:	0.00
Receipts:	0.00
Other Cash Transactions:	0.00
2/29/2024 Balance:	0.00



3/08/2024 4:59 PM

Treasurer's Report  
9-RD SEW REPL FUND \*\*0804  
2/01/2024 Thru: 2/29/2024

Page: 1  
ACCT

---

1/31/2024 Balance: 30,401.03

Checks: 0.00

Receipts: 18.12

Other Cash Transactions: 0.00

2/29/2024 Balance: 30,419.15

3/08/2024 4:59 PM

Treasurer's Report  
99-HOLIDAY HELPER\*\*1815  
2/01/2024 Thru: 2/29/2024

Page: 1  
ACCT

---

1/31/2024 Balance:	23,866.51
Checks:	0.00
Receipts:	0.00
Other Cash Transactions:	-4,036.40
2/29/2024 Balance:	19,830.11

3/08/2024 4:59 PM

Treasurer's Report  
99-HOLIDAY HELPER\*\*1815  
2/01/2024 Thru: 2/29/2024

Page: 2  
ACCT

Post Date	Type	Trans ID	Description	Amount
2/01/2024	JE	TRANSFER	Purchases by others-reimb by Pooled	-4,036.40
				-----
			Others Cash Transactions:	-4,036.40

# 2024

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	★ 2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	★ 13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	★ 5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

\*03.29.24 Office hours 8a-noon

\*12.24.24 Office hours 8a-noon

- Board of Trustees Meeting - 7:00 PM
- Plan Commission Meeting - 6:30 PM
- Park & Recreation
- Commission Meeting - 6:30 PM
- Public Works, Safety, and Health Committee - 4:30 pm
- Finance Committee - 6:00 PM

★ Election Day

- Village Office Closed
- Brush Pickup
- Village Wide Cleanup Day
- Budget Workshop
- Electronic Collection

🌳 Tree Pickup

**Village Office Hours:**  
Monday - Friday 8am to 4:30pm



---

## Plunkett's Pest Control

**Michael Murphy** <michael.murphy@plunketts.net>  
To: "clerk@ridgewaywi.gov" <clerk@ridgewaywi.gov>

Tue, Jan 30, 2024 at 6:30 AM

Lori,

It was nice meeting you both yesterday. I will attach information about Plunkett's Pest Control. I will also attach a screenshot of our online portal. With our online portal our customers can request service, email technician, manage reports, manage invoices, etc. We also offer wildlife services with our sister company Varment Guard. We also do not charge for equipment and includes free callbacks for preventative services.

I would be glad to work on a proposal for the Village of Ridgeway. I would need to do a quick walk through of the community center to get an idea of the layout, potential Pest issues and equipment and time needed to service the location properly. What locations does the village have under their management? The community center and the village garage? The fire district is separate correct? Would they be interested in pricing and information as well?

Let me know if the village would be interested in a proposal and I can schedule a quick walk through of the community center.

Thank you for your time and look forward to hearing from you.

Thank you!

Michael Murphy

Plunkett's Pest Control

608-258-2548

877-571-7100

---

### 2 attachments



**Screenshot\_20240130\_062614\_Chrome.jpg**  
802K



**Plunkett's Brochure.pdf**  
1091K

6:26 Tue, Jan 30 4G LTE 98%

Village of Ridgeway-Commur X +

plunketts.clypboard.com/portal/locations/E

**Plunkett's** Post Control | **ARMENT GUARD** WILDLIFE SERVICES

Dashboard Locations Profile Log Out

Earning Your Trust Since 1915


Village of Ridgeway-Com...

**General Information**

208 Jarvis Street  
Ridgeway, WI 53582-9658

ACCOUNT Village of Ridgeway-Community Center

**Technician**

 **Michael**  
Murphy  
Badge #1528

[Request Service](#)

**Licenses**

[Show More](#)

**Upcoming Services**

No Upcoming Work

**Service History**

Number	Date	Services
<a href="#">Bundle PDFs</a>		

[Show More](#)



COMMERCIAL

RESIDENTIAL

MULTI-HOUSING

HOSPITALITY

BARS / TAVERNS

HEALTHCARE

FOOD SERVICE

BED BUG SERVICES

FOOD PROCESSING

RETAIL



## Why Plunkett's?

### FAMILY OWNED & OPERATED

Family businesses are finely woven into the fabric of America. For three generations, Plunkett's has been delivering honest service to our valued clients. We're driven by steadfast values like integrity, belief in investing in our employees, and a passion to be respected by our clients as unquestionably the best pest control company in town.

### PLUNKETT-IZED TECHNICIANS

We don't mind stating we are well-known in the industry for training and keeping the best technicians. Plunkett's prides itself on the high retention rate of our technicians, which translates into a better experience for our customers, who typically enjoy a long term collaboration with their service person.

Upon joining our team, each technician undergoes a thorough background check and a rigorous training program followed by graduation and state certification. On average, Plunkett's invests over 60 hours of additional training for each employee annually. We focus on continual growth and leadership opportunities for our people so we, as a company, can serve you better.

### LOCAL SERVICE, NATIONAL REACH

Our people perform their work locally, in the communities in which they live. Plunkett's people are your neighbor, your kids' coach, or the person on your community volunteer team. We're everyday people who perform honest service work to make a decent living and fulfill our version of the American dream. But Plunkett's is also equipped to service national clients through our partnership with Copesan Services.

Big or small, we've got you covered.

### IT'S ALL ABOUT YOU

From our Client Services office staff, to our Technical Specialists, to our Entomologists, to our PhD's, Plunkett's has a team of exceptional people who make sure we deliver the best, full-service pest control programs to our clients everyday.

Pest control has come a long way since we started in 1915. Today, top-notch pest control professionals practice Integrated Pest Control (IPM). IPM is a holistic solution for pest control which considers all options for eliminating pests and doesn't always rely on chemical materials for pest control.

Bottom Line: We care about our clients, their needs, their structures, and their budget. We'll help in any way we can.

# Because Your Pests Deserve The Very Best!



# Plunkett's 101

Founded in 1915 in Minneapolis, Minnesota, Plunkett's Pest Control, Inc. is a family-owned and operated corporation led by our third generation president, Stacy O'Reilly. Plunkett's has distinguished itself in the pest control industry by providing services based on its core values of trust, service, responsibility, integrity, teamwork, and relationship building.

## OUR VISION

To be the most respected pest control company in the Midwest.

## OUR MISSION

To protect the health and property of our customers. To create excellent careers for our employees.

## OUR APPROACH

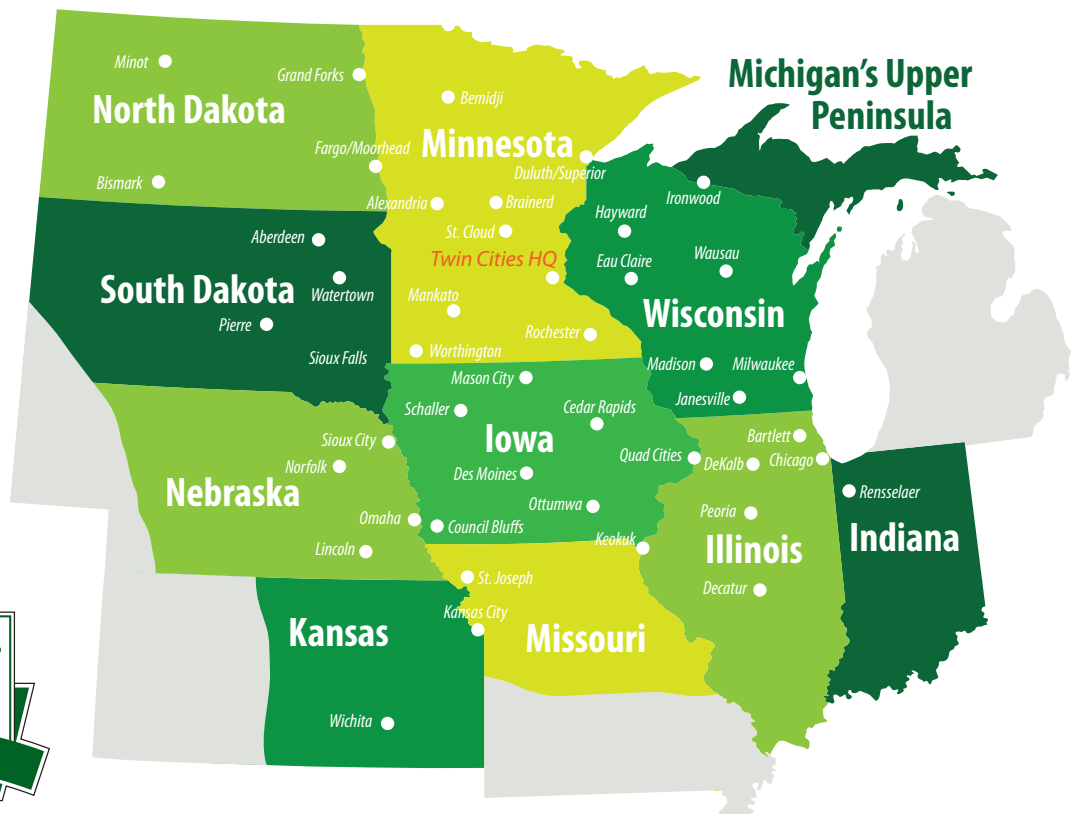
We will be knowledgeable, trustworthy, resourceful, and passionate about preventing and solving pest concerns for our customers. Our company will provide an environment in which our employees will learn and develop in their jobs and have opportunity for advancement.

## FULL RANGE OF SERVICE

Plunkett's provides reliable, comprehensive pest control services. We continually research, test, and implement new advancements to improve the service and results we provide.

## WHERE WE ARE

Plunkett's maintains our headquarters in a suburb of Minneapolis with regional offices throughout our service area that support local service teams.



Plunkett's Pest Control, Inc. | 40 NE 52nd Way | Fridley, Minnesota 55421

877-571-7100 • www.plunketts.net • service@plunketts.net



Plunkett's / Varmant Guard  
40 52nd Way Northeast  
Fridley, MN 55421  
877.571.7100  
763.571.7100  
www.plunketts.net

## Customer Information

#9535058 Village of Ridgeway-Community Center  
208 Jarvis Street  
Ridgeway, WI 53582

Village of Ridgeway-Community Center  
clerk@ridgewaywi.gov  
608-924-5881

## General Pest Control Program

**Plunkett's agrees to provide professional pest control service for the control of covered pests listed in Services section below (excludes termites and bed bugs).**

### Special Service

Plunkett's will provide additional service for covered pests, as it is deemed necessary, promptly and at no additional charge.

### Plunkett's Guarantee

Work will be completed to your complete satisfaction before you make any payment.

### Materials

The pest control materials used in and around your premises conform to federal, state, and local laws and regulations and will be used only as necessary, with due precaution. A specimen label and material data safety sheet is available in your Plunkett's Client Portal, or upon request, for each material used.

### Plunkett's Personnel

Plunkett's Pest Control Technicians are well-trained, tested, and state certified.

### Your Cooperation

We will correct pest concerns as quickly and efficiently as possible and implement a successful preventative maintenance program. Essential to the success of your overall program is your cooperation with repair or sanitation recommendations we may make you aware of.

### Equipment Replacement

You are responsible for the repair or replacement cost of ILTs or other Plunkett's equipment that is damaged, lost, or stolen.



## Price Guarantee

Plunkett's guarantees pricing quoted for a minimum of one year unless there is a material change in specifications requested by you.

## Services

Description	Notes	Frequency
Exterior Treatment	Treat the exterior for Ants in May. Treat the exterior for spiders and crawling insects in July and September.	3/year
Crawling Insects and Mice	Service interior and exterior rodent equipment. Inspect, Treat and Knock down wasp nests. Knock down spider webs on the exterior and interior. Inspect for pest vulnerable areas. Free callbacks for preventative services. Treat for cockroaches or Bed bug issues as needed for additional Fee. Service location January, March, May, July, September, November.	6/year

## Terms

This Agreement will be for an original period of one year, subject to your complete satisfaction. Thereafter, the Agreement will renew itself each year until terminated by either party upon a sixty (60) day notice. Any incremental billing costs Plunkett's incurs due to special handling requests will be included on the customer's invoice.

## Pricing

ANNUAL FEE

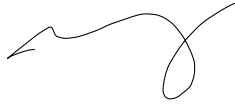
**\$752.85/year**

(PLUS APPLICABLE TAX)

INVOICED EVERY MONTH

**\$62.74/month**

(PLUS APPLICABLE TAX)



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PLUNKETT'S / VARMENT GUARD

---

CLIENT

Michael Murphy - 02/11/24



Plunkett's / Varmint Guard  
40 52nd Way Northeast  
Fridley, MN 55421  
877.571.7100  
763.571.7100  
www.plunketts.net

## Customer Information

#9535059 Village of Ridgeway-Garage  
206 Kirby Street  
Ridgeway, WI 53582

Village of Ridgeway-Garage  
deputyclerk@ridgewaywi.gov,  
clerk@ridgewaywi.gov

## General Pest Control Program

**Plunkett's agrees to provide professional pest control service for the control of covered pests listed in Services section below (excludes termites and bed bugs).**

### Special Service

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## Terms

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## Pricing

ANNUAL FEE

**\$441.75/year**

(PLUS APPLICABLE TAX)

INVOICED EVERY MONTH

**\$36.81/month**

(PLUS APPLICABLE TAX)



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PLUNKETT'S / VARMENT GUARD

Michael Murphy - 02/11/24

---

CLIENT



Ordinance No. \_\_\_\_

VILLAGE OF RIDGEWAY

The Village Board of the Village of Ridgeway, Iowa County, Wisconsin, do ordain that section 10.08 of the Village of Ridgeway Code of Ordinances be amended to read as follows:

**10.08 BURNING RESTRICTED.**

(1) Fires Regulated. No person shall kindle any fire within the Village without first securing a written burn permit from the Village Clerk or Deputy Clerk. The Village Clerk or Deputy Clerk may issue such permit subject to any conditions he/she deems necessary for the protection of life and property.

- a. A permit is not required under this section for barbecue, gas and charcoal grills, or campfires. A campfire means a small outdoor fire where the burning materials are completely located within a maximum 30-inch circumference fire pit, and is intended for recreation or cooking. A campfire does not include a fire intended for disposal of waste wood or refuse.

(2) Trash Burning Restricted. No person shall kindle or cause to be kindled any fire in or upon any street, alley, public way, park or any public or private property within the Village within 15 feet of any building or within 10 feet of any property line or within any fire lane unless confined within a refuse burner, basket or metal enclosure with a metal cover attached to prevent the escape of sparks and burning material and unless so authorized by the Village Clerk or Deputy Clerk. No such permit shall be valid after December 31<sup>st</sup> of the year it is issued.

(3) In addition to any conditions imposed by the Village, anyone issued a burn permit under subsections (1) or (2) must comply with all of the following requirements.

- a. Fires shall be conducted in a safe nuisance free manner, when wind and weather conditions are such as to minimize adverse effects and not create a health hazard or a visibility hazard on roadways, railroads or airfields.
- b. Fires shall be burned in conformance with all local and state fire protection regulations.
- c. No fires shall be allowed during periods when the Wisconsin Department of Natural Resources has issued a burning ban applicable to the area.

- d. Fires shall be located only on the property on which the materials were generated or at a facility approved by the Department of Natural Resources and the Village.
- e. Fires set for forest or wildlife habitat management must receive approval from the Department of Natural Resources.
- f. Fires shall only be allowed from the hours of noon and 6:00 PM.
- g. Fires shall be constantly attended and supervised by a competent person of at least eighteen (18) years of age until the fire is extinguished and is cold. The person shall have readily available for use such fire extinguishing equipment as may be necessary for the total control of the fire.
- h. No fires are allowed within 25 feet from any combustible material, combustible wall or partition, exterior window opening, exit access or exit unless authorized by the Village.

Adopted the \_\_\_\_ day of \_\_\_\_\_, 2023.

APPROVED:

\_\_\_\_\_  
Michele Casper  
Village President

ATTEST:

\_\_\_\_\_  
Hailey Roessler  
Village Clerk



Lori Phelan <clerk@ridgewaywi.gov>

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**board agenda item**

1 message

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**Brayden Losby** <streetsandparks@ridgewaywi.gov>

Fri, Mar 8, 2024 at 1:08 PM

To: Hailey Roessler <clerk@ridgewaywi.gov>

Good afternoon, I forgot to email you about adding the old mower to the agenda to get approval for a reserve price. I was wanting to bring it to wisconsin surplus and put a reserve at \$4500. I am hoping it should bring at least that. If you have any questions please let me know.

Thank you

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Thanks,  
Braden Losby  
Streets & Parks Superintendent  
Village Of Ridgeway  
(608) 924-1520