



# RIDGWAY

## BOARD OF TRUSTEES MEETING AGENDA

September 09, 2025 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

### CONFIRMATION OF OPEN MEETING

### PLEDGE OF ALLEGIANCE

### PUBLIC COMMENT

*Members of the public may address the Village Board during this time. Comments are limited to **three (3) minutes** per speaker. The Village Board will **not engage in discussion or take action** on items presented during public comment. However, issues raised may be referred to Village staff or scheduled for discussion at a future meeting.*

### CONSENT AGENDA

1. Adoption of Agenda
- [2.](#) Minutes to be Adopted:
  - Board of Trustees August 12, 2025
  - Finance Committee August 26, 2025
  - Finance Committee September 2, 2025
- [3.](#) ACH Payments and General Fund Disbursements

### ANNOUNCEMENTS, DEPARTMENT REPORTS, AND CORRESPONDENCE

4. President Messages
- [5.](#) Clerk/Treasurer Report
6. Public Works, Streets and Parks Report
7. Park and Recreation Commission Report
8. Marshal Report
9. Correspondence

### OLD BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

10. Bona Dea Project Update
- [11.](#) Resolution 2025-05 Public Fire Protection
- [12.](#) WEDC Connect Communities
13. Schedule for 2026 Budget Workshops

## **NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION**

14. Rae Ann Butteris - Library Volunteers

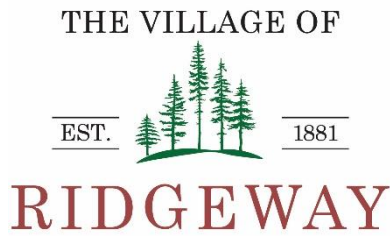
[15.](#) Electronic Device Policy Amendment

## **ADJOURNMENT**

*Any person(s) with a qualifying disability, as defined by the Americans with Disabilities Act, that requires the meeting or material at the meeting to be in an accessible location or format, must contact the Village Clerk at the address listed above or call 608-924-5881, prior to the meeting so that any necessary arrangements can be made to accommodate each request.*

*AFFIDAVIT OF POSTING: I hereby certify that this notice has been posted at the Ridgeway Community Center, on the Village Web Site and notifications sent to subscribers.*

*/s/ Lori Phelan, Clerk/Treasurer*



## BOARD OF TRUSTEES MEETING MINUTES

**August 12, 2025 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 Butler at 7:00 pm.

PRESENT: President Bradley Butler, Trustee Kellee Venden, Trustee Cynthia Niehaus, Trustee Julene Garner, Trustee Ruth Nevins, Kevin Meckley-Streets and Parks Superintendent, Michael Gorham-Marshall and Lori Phelan-Clerk/Treasurer. Absent: Trustee Steve Vosberg.

### CONFIRMATION OF OPEN MEETING

Phelan confirmed this was a properly noticed meeting posted on August 8, 2025 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

Kayla Goebel present to show her interest in the open trustee seat. Shared her work at Compeer Financial and she has been a long time resident.

Phil Ward present to share his interest in the vacant seat as well. He is a network engineer and has lived in the Village for many years.

### CONSENT AGENDA

Motion by Niehaus, seconded by Venden to approve the consent agenda as presented. Motion carried.

1. Minutes to be Adopted:
  - Board of Trustee Meeting July 8, 2025
  - Steering Committee-Main Street HHH Project Workshop July 23, 2025
2. ACH Payments and General Fund Disbursements
  - Pooled Checking Account Disbursements totaling \$43,146.25
  - July Chase Credit Card Purchases \$315.19
  - July ACH Payment totaling \$53,726.50
  - July Payroll \$22,150.22
3. Adoption of Agenda

## ANNOUNCEMENTS, DEPARTMENT REPORTS, AND CORRESPONDENCE

### 4. President Messages

Noted that a business downtown has closed.

### 5. Clerk/Treasurer Report

Phelan shared reconciled balances of all bank accounts ending July 31, 2025:

All accounts-\$1,483,738.40  
 GF Pooled Checking-\$359,158.82  
 GF Money Market-\$833,260.24  
 Sewer DNR Replacement-\$93,777.06  
 Water Money Market-\$88,368.88  
 CDBG Accounts-0  
 RD Sewer Replacement-\$45,206.88  
 Holiday Helper-\$24,818.87  
 SDWL Debt Service-\$39,048.81

Phelan provided the Budget Status Reports through July.

Lori and Marj will be out on August 19 to attend training. Lori on vacation August 20-25. Marj out August 22. Office will be closed August 19 & 22.

ICE Machine has been sold, E S & S Machine can be budgeted for 2026 with delivery in December 2025, due in 2026 following budget process.

### 6. Public Works, Streets and Parks Report

Lamont shared updates for cleaning up at the Treatment Plant. Is updating the GIS mapping system as he goes. Verizon is wanting to do a bore sample at the water tower. Put this as an item for next month if Verizon will be present to address the board.

Kevin is waiting for quotes for some streets, the path from the bike trail to the shelter always washing out and behind the Community Center where the portable was located.

### 7. Marshal Report

Monthly report of activities received and filed. Shared thoughts on the future of the Marshal's Office in the Village.

## ITEMS FOR CONSIDERATION AND ACTION

### 8. Nomination - Vacant Trustee 4

Nominations were received:

Kayla Goebel by Steve Vosberg and Phil Ward by Ruth Nevins.

Motion by Garner, seconded by Niehaus to appoint Kayla Goebel to fill the vacant trustee 4 seat for the remainder of the term, April 2026. Motion carried.

### 9. Iowa County Sheriff Peterson

Sheriff Peterson discussed the option for Contract Policing with the Village Board. No action taken by the board.

Further discussion to be held by the Public Works, Safety and Health Committee.

10. Jordan Fure-Delta 3 Engineering I & I Study

Jordan Fure, Delta 3 Engineering shared the results of the I & I Study and the needs for repairs.

Motion by Niehaus to accept the I & I Study, seconded by Venden. Motion carried.

11. Farmer's Market

Discussion regarding the Farmer's Market 2025 Budget in excess.

T Meckley addressed the board regarding the Market and it's future. Concerns regarding the budget overages and expenses were discussed. Meckley stated that she would like to move the Market out from under the Village as it was previously. Phelan mentioned that the Village could potentially list the Market as an additional insured on the Village insurance. Meckley shared that if that isn't possible they can get insurance and a reasonable cost and still be able to apply for grants.

Motion by Niehaus for the Ridgeway Farmers Market to move to being it's own entity, seconded by Goebel.

12. Crest Precast Quote

Motion by Niehaus to accept the Crest Precast quote for \$2100.00, seconded by Garner. Motion carried.

13. Street Use Permit Application

Motion by Niehaus, seconded by Nevins to approve the submitted Street Use Permit Application as presented. Motion carried.

14. Ridgeway Garden Club - Cardinal Way Pond Sign

Motion by Venden, seconded by Niehaus to approve the design submitted by the Ridgeway Garden Club so they can move forward with purchase and installation. Motion carried.

15. WEDC Connect Communities

Discussion regarding the WEDC Connect Communities program. More information needed. Phelan will follow up and report back next month.

16. Public Fire Protection

Phelan shared information regarding the remainder of the Public Fire Protection to be moved to direct billing on the Utility Bills.

Motion by Niehaus for Phelan to move forward with necessary action to begin the process to move \$40,000.00 then next year move the remaining \$485,998.00, seconded by Venden. Motion carried.

17. Finance Committee Meetings

Finance Committee meetings for employee reviews:

Tuesday, August 26th

Lamont Larkins 5:00 pm

Lori Phelan 5:30 pm

Marj Riniker 6:15 pm

Tuesday, September 2nd

Harry Johnson 5:00 pm

Kevin Meckley 5:45 pm

Michael Gorham 6:30 pm

**ADJOURNMENT**

Motion by Venden, seconded by Garner to adjourn at 9:14pm. Motion carried.

*DRAFT MINUTES TO BE APPROVED AT THE NEXT REGULAR SESSION BOARD OF TRUSTEES MEETING.*

DRAFT

THE VILLAGE OF



## RIDGEWAY

### FINANCE COMMITTEE MEETING MINUTES

August 26, 2025 at 4:45 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 Butler at 4:47 pm.

Roll Call: Chair Butler, Trustee Nevins, Trustee Venden, L Phelan-Clerk/Treasurer. Trustee Vosberg arrived at 4:56pm.

#### CONFIRMATION OF OPEN MEETING

#### CONSENT AGENDA

**Motion by Venden, seconded by Nevins to adopt this meeting agenda. Motion carried.**

1. Adoption of Agenda

#### ITEMS FOR CONSIDERATION AND ACTION

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

Employee Reviews

L Larkins 5:00 pm

L Phelan 5:30 pm

M Riniker 6:15 pm

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

Roll call vote: Chair Butler-Yay, Trustee Nevins-Yay, Trustee Venden-Yay, Trustee Vosberg-Yay. Motion carried.

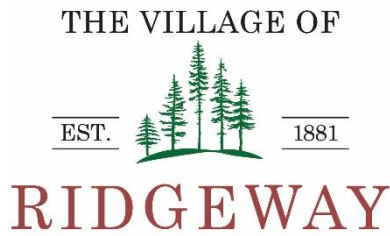
3. Reconvene in open session to possibly act on closed session discussions.

**Motion by Vosberg, seconded by Venden** to reconvene in open session. Motion carried. No action taken on closed session discussions.

#### ADJOURNMENT

**Motion by Vosberg, seconded by Venden to adjourn at 7:12 pm. Motion carried.**

*DRAFT MINUTES TO BE APPROVED AT THE NEXT REGULAR SESSION BOARD OF TRUSTEES MEETING.*



## FINANCE COMMITTEE MEETING MINUTES

September 02, 2025 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 Butler at 5:00 pm.

PRESENT: Chair Bradley Butler, Trustee Nevins, Lori Phelan-Clerk/Treasurer. Absent: Trustee Steve Vosberg. Trustee Kellee Venden arrived at 5:03pm.

### CONFIRMATION OF OPEN MEETING

### CONSENT AGENDA

1. Adoption of Agenda

Motion by **Nevins**, seconded by **Butler** to approve this meeting agenda. **Motion carried.**

### ITEMS FOR CONSIDERATION AND ACTION

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

Employee Reviews.

Harry Johnson 5:00 pm

Kevin Meckley 5:45 pm

Michael Gorham 6:30 pm

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

**Seconded by Butler.**

Roll call vote: Chair Butler- yes, Trustee Nevins- yes. **Motion carried.**

3. Reconvene in open session to possibly act on closed session discussions.

**Motion by Nevins**, seconded by **Butler** to reconvene in open session. **Motion carried.** No action taken.

### ADJOURNMENT

Motion by **Venden** to adjourn at 7:28 pm, seconded by **Nevins**. **Motion carried.**

*DRAFT MINUTES TO BE APPROVED AT THE NEXT REGULAR SESSION BOARD OF TRUSTEES MEETING.*

9/09/2025 3:20 PM In Progress Checks - Full Report - Regular  
Accounting Checks by Payee  
1-POOLED CHECKING ACCOUNT \*\*0307

Page: 1  
ACCT

Dated From: 9/09/2025 From Account:  
Thru: 9/09/2025 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	9/09/2025	AUTO VALUE	
	INV 711019036 07.30.25	toggle switch	
300-00-53700-000-660		VEHICLE EXPENSE	9.26
	INV 711019036 07.30.25	toggle switch	
400-00-53700-000-660		VEHICLE EXPENSE	9.26
	INV 711019036 07.30.25	toggle switch	
100-00-53311-715-000		STREETS MAINTENANCE	18.99
	INV 711019223 08.11.25	relay	
100-00-53311-715-000		STREETS MAINTENANCE	2.49
	INV 711019237 08.11.25	SCRWCP Met	
300-00-53610-000-823		UTILITIES-LIFT STATIONS&SHOP	19.00
	INV 711019264 08.12.25	Auto-ranging DMM	
400-00-53610-000-823		UTILITIES-TOWER&SHOP	18.99
	INV 711019264 08.12.25	Auto-ranging DMM	
		Total	77.99

	9/09/2025	BADGER MARKET RIDGEWAY INC	
	Aug 2025		
100-00-52100-410-000		POLICE - FUEL	173.10
	Aug 2025		
100-00-53311-730-000		STREETS - FUEL	216.61
	Truck-Aug 2025		
100-00-53311-730-000		STREETS - FUEL	221.31
	Aug2025 skidsteer/tractor/mower/UTV		
100-00-55200-730-000		PARK - FUEL	147.54
	Aug2025 skidsteer/tractor/mower/UTV		
300-00-53610-000-822		FUEL-AUTO	90.00
	Aug 2025		
400-00-53610-000-822		FUEL-AUTO	90.00
	Aug 2025		
300-00-53610-000-827		OTHER SUPPLIES & EXPENSES	7.89
	Aug 2025 batteries		
		Total	946.45

	9/09/2025	BADGER METER	
	Inv 80210021 08.29.25		
400-00-53612-000-840		BILLING & ACCOUNTING	142.20
	Inv 80210021 08.29.25		

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Dated From: 9/09/2025 From Account:  
Thru: 9/09/2025 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
<b>Total</b>			142.20
<hr/>			
9/09/2025 CHASE CARD SERVICES			
100-00-21800-000-000		CREDIT CARD PAYABLE	1,165.70
140-00-21800-000-000		CREDIT CARD PAYABLE	0.00
150-00-21800-000-000		CREDIT CARD PAYABLE	67.51
300-00-21800-000-000		CREDIT CARD PAYABLE	249.99
400-00-21800-000-000		CREDIT CARD PAYABLE	193.28
<b>Total</b>			1,676.48
<hr/>			
9/09/2025 CITI CARDS			
100-00-21810-000-000		CITI BANK CREDIT CARD PAYABLE	258.04
<b>Total</b>			258.04
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9/09/2025 DELTA 3 ENGINEERING, INC.			
300-00-53612-000-852		CONTRACTED SERVICES D24-162 I & I Study Inv 23800	968.00
140-00-57331-000-000		HIGHWAY & STREET OUTLAY D25-20 Kirby St Inv 23801	2,982.00
<b>Total</b>			3,950.00
<hr/>			
9/09/2025 DNR/WA Waste Program Transporter Renewal #10274			
300-00-53610-000-821		OPERATION EXPENSES-WWTP 2024 Solid Wast Txfer License Fees	110.00
<b>Total</b>			110.00
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9/09/2025 ENERGENECS Inv. 0049649-IN 7/18/2025 screen bags			
300-00-53610-000-821		OPERATION EXPENSES-WWTP Inv. 0049649-IN 7/18/2025 screen bags	174.03
<b>Total</b>			174.03

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Dated From: 9/09/2025 From Account:  
Thru: 9/09/2025 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	9/09/2025	FAHERTY, INC. INV 416923 Aug 2025	
100-00-53635-000-000		RECYCLING COLLECTION INV 416923 Aug 2025	1,693.30
100-00-53620-000-000		GARBAGE COLLECTION INV 416923 Aug 2025	2,637.60
<b>Total</b>			<b>4,330.90</b>
	9/09/2025	FRANK LAW OFFICES citations 2nd qtr	
100-00-52100-440-000		POLICE - LEGAL & COLLECTIONS citations 2nd qtr	304.50
<b>Total</b>			<b>304.50</b>
	9/09/2025	HOLIDAY WHOLESALE	
150-00-55200-000-400		CONCESSION STAND INVENTORY EXP Inv 2062538 dated 06.24.2025	265.97
150-00-55200-000-400		CONCESSION STAND INVENTORY EXP Inv 2121425 dated 08.26.2025	268.71
<b>Total</b>			<b>534.68</b>
	9/09/2025	JOHNSON, MAGGIE Summer camp supplies	
150-00-57630-000-000		COMMUNITY CENTER OUTLAY Summer camp supplies	48.85
<b>Total</b>			<b>48.85</b>
	9/09/2025	LORI PHELAN 08.19.25-09.03.25 WMCA, Dodgeville	
100-00-51420-350-000		CLERK TRAVEL/MILEAGE 08.19.25-09.03.25 WMCA, Dodgeville	202.45
<b>Total</b>			<b>202.45</b>
	9/09/2025	LV LABS WW,LLC INV 6465 DATED 09.04.2025	
300-00-53610-000-821		OPERATION EXPENSES-WWTP INV 6465 DATED 09.04.2025	1,270.00
<b>Total</b>			<b>1,270.00</b>

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Dated From: 9/09/2025 From Account:  
Thru: 9/09/2025 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
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	9/09/2025	MARTELLE WATER TREATMENT	
		Sodium Hypochlorite Bulk Inv29618	
400-00-53710-000-682		CONTRACTED SERVICES	79.90
		Sodium Hypochlorite Bulk Inv29618	
300-00-53610-000-821		OPERATION EXPENSES-WWTP	779.00
		Liquid Alum Sulfate Inv29606	
		Total	858.90
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	9/09/2025	MUELLER GRAPHICS	
		KM, 5 Ts; Sweatshirt	
100-00-53311-755-000		STREETS - UNIFORMS	78.00
		KM, 5 Ts; Sweatshirt	
400-00-53311-000-852		UNIFORMS	32.50
		LL, 5 Ts	
300-00-53311-000-852		UNIFORMS	32.50
		LL, 5 Ts	
100-00-55140-125-000		FACILITIES - EMPLOYEE BENEFITS	43.50
		HJ, 5 Ts; Sweatshirt	
100-00-51420-380-000		CLERK MISCELLANEOUS	179.75
		LP Tunic, hood t, ls shirt, vneck swtsht	
100-00-51420-380-000		CLERK MISCELLANEOUS	139.25
		MR tunic, swtsht, 1/2 zip, vneck	
100-00-55200-125-000		PARK - EMPLOYEE BENEFITS	43.50
		HJ, 5 Ts; Sweatshirt	
		Total	549.00
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	9/09/2025	PERFORMANCE FOODSERVICE	
		Inv 144335 dated 08.28.2025	
150-00-55200-000-400		CONCESSION STAND INVENTORY EXP	1,371.45
		Inv 144335 dated 08.28.2025	
		Total	1,371.45
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	9/09/2025	PUBLIC SERVICE COMMISSION OF WISCONSIN	
		Inv2507-I-05090 Direct Assessment	
400-00-53610-000-821		OPERATION EXPENSES	64.98
		Inv2507-I-05090 Direct Assessment	
		Total	64.98
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9/09/2025 3:20 PM

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Dated From: 9/09/2025 From Account:  
Thru: 9/09/2025 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
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	9/09/2025	RIDGEWAY UTILITIES	
		299 Hughett St.	
100-00-55200-760-000		PARK - UTILITIES	158.08
		299 Hughett St.	
100-00-53311-760-000		STREETS - UTILITIES	29.68
		1/3 206 Kirby	
300-00-53610-000-823		UTILITIES-LIFT STATIONS&SHOP	29.68
		1/3 206 Kirby	
400-00-53610-000-823		UTILITIES-TOWER&SHOP	29.68
		1/3 206 Kirby	
100-00-52100-760-000		POLICE - UTILITIES	17.12
		208 Jarvis 10%	
100-00-51600-100-000		VILLAGE HALL UTILITIES	25.68
		208 Jarvis 15%	
100-00-51980-760-000		FACILITIES UTILIITIES	128.41
		208 Jarvis 75%	
		Total	418.33
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	9/09/2025	RITCHIE IMPLEMENT	
		Inv 8715BB Blade set 8/11/25	
100-00-53311-722-000		STREETS - EQUIP REPAIR/MAINT	44.12
		Inv 8715BB Blade set 8/11/25	
100-00-55200-744-000		PARK - MATERIALS	29.42
		Inv 8715BB Blade set 8/11/25	
		Total	73.54
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	9/09/2025	SANGOMA US INC.	
		Acct 104568, Inv 180837	
300-00-53612-000-852		CONTRACTED SERVICES	117.25
		Acct 104568, Inv 180837	
		Total	117.25
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	9/09/2025	STAFFORD ROSENBAUM, LLP	
		INV 1313606 Admin services	
100-00-51300-000-000		LEGAL EXPENSE	288.50
		INV 1313606 Admin services	
		Total	288.50
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9/09/2025 3:20 PM In Progress Checks - Full Report - Regular  
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Dated From: 9/09/2025 From Account:  
Thru: 9/09/2025 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	9/09/2025	TEAM LAB CHEMICAL LLC	
		INV0048146 TLT TISSUE, jumbo rolls	
100-00-55200-745-000		PARK - SUPPLIES	125.75
		INV0048146 TLT TISSUE, jumbo rolls	
300-00-53610-000-821		OPERATION EXPENSES-WWTP	257.75
		INV0048146 TermII weed killer	
		Total	383.50
	9/09/2025	TRANSCENDENT TECHNOLOGIES	
		TAX RECEIPTING	
100-00-51500-240-000		SOFTWARE SUBSCRIPTIONS & FEES	532.00
		TAX RECEIPTING	
100-00-51500-240-000		SOFTWARE SUBSCRIPTIONS & FEES	228.00
		PET LICENSING	
		Total	760.00
	9/09/2025	UNION TECHNOLOGY COOPERATIVE	
		Inv 5246 7.11.2025 WWTP security/network	
300-00-53612-000-852		CONTRACTED SERVICES	450.00
		Inv 5246 7.11.2025 WWTP security/network	
100-00-51420-316-000		CLERK INFORMATION TECHNOLOGY	275.00
		Inv 5246 07.11.2025 Village Hall work	
300-00-53612-000-852		CONTRACTED SERVICES	29.98
		Inv 5269 8.18.2025	
		Total	754.98
		Grand Total	19,667.00

9/09/2025 3:20 PM

In Progress Checks - Full Report - Regular  
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Dated From: 9/09/2025 From Account:  
Thru: 9/09/2025 Thru Account:

	Amount
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Total Expenditure from Fund # 100 - GENERAL FUND	9,407.39
Total Expenditure from Fund # 140 - CAPITAL PROJECTS FUND	2,982.00
Total Expenditure from Fund # 150 - PUBLIC PROPERTY AND EVENTS	2,022.49
Total Expenditure from Fund # 300 - SEWER FUND	4,594.33
Total Expenditure from Fund # 400 - WATER FUND	660.79
Total Expenditure from all Funds	19,667.00

1-POOLED CHECKING ACCOUNT \*\*0307

Accounting Checks

Posted From: 8/01/2025 From Account:  
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
	ACH 8/01/2025	FIRSTNET - AT&T MOBILITY	
		Village staff cell phones	
			Manual Check
100-00-51420-325-000		CLERK TELEPHONE	85.72
		Clerk and Admin cell	
100-00-52100-325-000		POLICE - TELEPHONE	88.87
		Police Phone & Hotspot Service	
300-00-53610-000-823		UTILITIES-LIFT STATIONS&SHOP	28.57
		DPW - sewer cell	
400-00-53610-000-823		UTILITIES-TOWER&SHOP	28.57
		DPW - water cell	
100-00-53311-750-000		STREETS - TELEPHONE/CELL	47.62
		Streets cell	
		Total	279.35

ACH 8/06/2025 MADISON GAS & ELECTRIC CO.

Manual Check

300-00-53610-000-823		UTILITIES-LIFT STATIONS&SHOP	5.26
		206 Kirby St.	
400-00-53610-000-823		UTILITIES-TOWER&SHOP	5.26
		206 Kirby St.	
100-00-53311-760-000		STREETS - UTILITIES	10.52
		206 Kirby St.	
100-00-51600-100-000		VILLAGE HALL UTILITIES	2.88
		208 Jarvis St	
100-00-51980-760-000		FACILITIES UTILIITIES	39.81
		208 Jarvis St	
100-00-52100-760-000		POLICE - UTILITIES	5.27
		208 Jarvis St	
		Total	69.00

ACH 8/04/2025 PRINCIPAL LIFE INSURANCE COMPANY

August 2025 Life Ins.

Manual Check

100-00-51420-125-000		CLERK EMPLOYEE BENEFITS	64.74
		Lori P	
100-00-55300-125-000		ADMIN SERVICE SPEC BENEFITS	28.73
		Marj R	
400-00-53710-000-686		EMPLOYEE BENEFITS	14.37
		Kevin, Lori, Marj	

9/05/2025 12:15 PM

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ACCT

1-POOLED CHECKING ACCOUNT \*\*0307

Accounting Checks

Posted From: 8/01/2025 From Account:  
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
300-00-53612-000-854		EMPLOYEE BENEFITS	14.37
		Kevin, Lori, Marj	
100-00-53311-125-000		STREETS - EMPLOYEE BENEFITS	38.79
		Kevin	
100-00-55200-125-000		PARK - EMPLOYEE BENEFITS	33.04
		Marj, Kevin	
100-00-52100-125-000		POLICE - EMPLOYEE BENEFITS	80.71
		Michael G	
<b>Total</b>			<b>274.75</b>

ACH 8/01/2025 FIRSTNET - AT&T MOBILITY  
Mobile Internet

Manual Check

300-00-53612-000-852		CONTRACTED SERVICES	16.00
		Mobile Internet - sewer 06/08-07/07/2025	
400-00-53710-000-682		CONTRACTED SERVICES	15.99
		Mobile Internet - water 06/08-07/07/2025	
<b>Total</b>			<b>31.99</b>

ACH 8/11/2025 FRONTIER COMMUNICATIONS  
WWTP phone line

Manual Check

300-00-53610-000-821		OPERATION EXPENSES-WWTP	129.97
		WWTP phone line	
<b>Total</b>			<b>129.97</b>

ACH 8/06/2025 US CELLULAR  
Inv 0743692180 7.16.25

Manual Check

300-00-53610-000-823		UTILITIES-LIFT STATIONS&SHOP	25.12
		Inv 0743692180 7.15.25	
<b>Total</b>			<b>25.12</b>

ACH 8/11/2025 ALLIANT ENERGY  
3116712833 Dog Park

Manual Check

150-00-58500-000-200		DOG PARK EXPENSE	10.32
		3116712833 Dog Park	
<b>Total</b>			<b>10.32</b>

ACH 8/15/2025 ALLIANT ENERGY  
9583420000

Manual Check

100-00-55200-765-000		PARK - LIGHTS	217.49
		9583420000	

1-POOLED CHECKING ACCOUNT \*\*0307 Accounting Checks

Posted From: 8/01/2025 From Account:  
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
300-00-53610-000-823 4426910000, 8598850000		UTILITIES-LIFT STATIONS&SHOP	86.05
300-00-53610-000-821 772465000		OPERATION EXPENSES-WWTP	2,209.04
400-00-53700-000-620 6728200000, 8812110000		ELECTRIC FOR WELL PUMPING	626.02
400-00-53610-000-823 3807720000		UTILITIES-TOWER&SHOP	42.39
100-00-53311-760-000 0487210000, 0399650000		STREETS - UTILITIES	131.43
100-00-51980-760-000 1972296511		FACILITIES UTILIITIES	809.03
100-00-51600-100-000 1972296511		VILLAGE HALL UTILITIES	58.48
100-00-52100-760-000 1972296511		POLICE - UTILITIES	107.22
<b>Total</b>			<b>4,287.15</b>

ACH 8/05/2025 CINTAS CORP.

Manual Check

300-00-53311-000-852		UNIFORMS	32.16
400-00-53311-000-852		UNIFORMS	32.16
100-00-53311-755-000		STREETS - UNIFORMS	44.17
100-00-51980-760-000		FACILITIES UTILIITIES	131.79
<b>Total</b>			<b>240.28</b>

ACH 8/05/2025 FARMERS SAVINGS BANK  
Regular pymt principle xx890

Manual Check

340-00-58100-000-000 Regular pymt principle xx890		PRINCIPAL ON LT DEBT GF	2,382.08
340-00-58290-000-000 Regular pymt interest xx890		INTEREST & FISCAL CHARGES GF	673.04
<b>Total</b>			<b>3,055.12</b>

ACH 8/16/2025 ASCENTIS CORPORATION  
July 2025 Inv SI-186733

Manual Check

1-POOLED CHECKING ACCOUNT \*\*0307

Accounting Checks

Posted From: 8/01/2025 From Account:  
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-51500-240-000		SOFTWARE SUBSCRIPTIONS & FEES	40.65
		July 2025 Inv SI-186733	
Total			40.65

	ACH 8/05/2025	GOOGLE CLOUD	
		DNS usage billing	Manual Check
100-00-51420-316-000		CLERK INFORMATION TECHNOLOGY	0.31
		DNS usage billing	
Total			0.31

	ACH 8/10/2025	MHTC	
		Two office phone lines	Manual Check
100-00-51420-325-000		CLERK TELEPHONE	69.94
		Two office phone lines	
100-00-51600-100-000		VILLAGE HALL UTILITIES	54.99
		Internet/Wifi	
100-00-51980-760-000		FACILITIES UTILIITIIES	54.99
		Internet/Wifi	
300-00-53610-000-823		UTILITIES-LIFT STATIONS&SHOP	20.00
		High speed wireless	
400-00-53610-000-823		UTILITIES-TOWER&SHOP	20.00
		High speed wireless	
100-00-53311-760-000		STREETS - UTILITIES	20.00
		High speed wireless	
400-00-46452-000-421		ANTENNA & GENERATOR RENT	-123.98
		Credit applied on invoice	
Total			115.94

	ACH 8/18/2025	ALLIANT ENERGY	
		0685030000 7.30.25 streetlights	Manual Check
100-00-53420-000-000		STREET (HWY) LIGHTING	1,042.00
		0685030000 7.30.25 streetlights	
Total			1,042.00

	ACH 8/22/2025	WISCONSIN ETF-INSURANCE	
		MGorham	Manual Check
100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE	5,899.10
		MGorham	
100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE	2,696.78
		M Riniker	

1-POOLED CHECKING ACCOUNT \*\*0307

Accounting Checks

Posted From: 8/01/2025 From Account:  
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE	1,095.62
		LPhelan	
Total			9,691.50

	ACH 8/13/2025	INTERNAL REVENUE SERVICE	
	SS Tax		Manual Check
100-00-21511-000-000		941 TAXES PAYABLE	1,448.34
		SS Tax	
100-00-21511-000-000		941 TAXES PAYABLE	338.74
		Medicare	
100-00-21511-000-000		941 TAXES PAYABLE	1,242.12
		Fed Tax Withholding	
Total			3,029.20

	ACH 8/05/2025	TERMINIX-WIL-KIL	
	INV 81454243 July 2025		Manual Check
300-00-53612-000-852		CONTRACTED SERVICES	105.10
		INV 81454243 July 2025	
Total			105.10

	ACH 8/27/2025	WISCONSIN DEPT. OF REVENUE	
	Aug 2025 Payroll Tax		Manual Check
100-00-21513-000-000		STATE W/H TAXES PAYABLE	902.43
		Aug 2025 Payroll Tax	
Total			902.43

	ACH 8/27/2025	INTERNAL REVENUE SERVICE	
	SS Tax		Manual Check
100-00-21511-000-000		941 TAXES PAYABLE	1,429.10
		SS Tax	
100-00-21511-000-000		941 TAXES PAYABLE	334.22
		Medicare	
100-00-21511-000-000		941 TAXES PAYABLE	1,231.80
		Fed Tax Withholding	
Total			2,995.12

	ACH 8/27/2025	WISCONSIN EMPLOYEE TRUST FUNDS	
	Aug 2025 Retirement Contributions		Manual Check
100-00-21520-000-000		RETIREMENT PAYABLE	9.74
		JDoescher	

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1-POOLED CHECKING ACCOUNT \*\*0307

Accounting Checks

Posted From: 8/01/2025 From Account:  
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21520-000-000		RETIREMENT PAYABLE	1,044.60
		MGorham	
100-00-21520-000-000		RETIREMENT PAYABLE	886.04
		L Larkins	
100-00-21520-000-000		RETIREMENT PAYABLE	595.06
		K Meckley	
100-00-21520-000-000		RETIREMENT PAYABLE	575.22
		LPhelan	
100-00-21520-000-000		RETIREMENT PAYABLE	447.98
		M Riniker	
<b>Total</b>			<b>3,558.64</b>

ACH	8/19/2025	WISCONSIN DNR-ENVIRONMENTAL FEES	
InvWU114619	2025 WATER USE FEES		Manual Check
400-00-53610-000-821		OPERATION EXPENSES	125.00
		InvWU114619 2025 WATER USE FEES	
<b>Total</b>			<b>125.00</b>

ACH	8/29/2025	FARMERS SAVINGS BANK	
Aug ACH Fees			Manual Check
100-00-51500-220-000		BANK & PAYROLL PROCESSING FEES	30.00
		Aug ACH Fees	
<b>Total</b>			<b>30.00</b>

ACH	8/22/2025	FARMERS SAVINGS BANK	
Returned ck Fee			Manual Check
100-00-51500-220-000		BANK & PAYROLL PROCESSING FEES	5.00
		Returned ck Fee	
<b>Total</b>			<b>5.00</b>

ONLINE	8/06/2025	CHASE CARD SERVICES	
			Manual Check
100-00-21800-000-000		CREDIT CARD PAYABLE	125.20
140-00-21800-000-000		CREDIT CARD PAYABLE	0.00
150-00-21800-000-000		CREDIT CARD PAYABLE	205.09
300-00-21800-000-000		CREDIT CARD PAYABLE	172.90

1-POOLED CHECKING ACCOUNT \*\*0307

Accounting Checks

Posted From: 8/01/2025 From Account:  
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
400-00-21800-000-000		CREDIT CARD PAYABLE	0.00
Total			503.19
ONLINE	8/29/2025	CINTAS CORP.	
		Manual Check	
300-00-53311-000-852		UNIFORMS	20.18
400-00-53311-000-852		UNIFORMS	20.17
100-00-53311-755-000		STREETS - UNIFORMS	29.46
100-00-51980-760-000		FACILITIES UTILIITIES	105.43
Total			175.24
Grand Total			30,722.37

1-POOLED CHECKING ACCOUNT \*\*0307 Accounting Checks

Posted From: 8/01/2025 From Account:  
Thru: 8/31/2025 Thru Account:

	Amount
<hr/>	
Total Expenditure from Fund # 100 - GENERAL FUND	23,781.17
Total Expenditure from Fund # 150 - PUBLIC PROPERTY AND EVENTS	215.41
Total Expenditure from Fund # 300 - SEWER FUND	2,864.72
Total Expenditure from Fund # 340 - DEBT SERVICE FUND	3,055.12
Total Expenditure from Fund # 400 - WATER FUND	805.95
Total Expenditure from all Funds	30,722.37

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ACCT

CHASE VISA CARD

Accounting Checks

Posted From: 8/01/2025 From Account:  
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
ACH	8/10/2025	ADOBE	
		Adobe Pro Subscription (2 Devices) 25-26	
		Manual Check	
100-00-52100-450-000		POLICE - COMPUTER/SOFTWARE	239.88
		Adobe Pro Subscription (2 Devices) 25-26	
		Total	239.88
ONLINE	8/13/2025	FACEBOOK/META	
		Paint Your Pet	
		Manual Check	
150-00-55500-100-000		EVENT MARKETING	17.51
		Paint Your Pet	
		Total	17.51
ONLINE	8/14/2025	GIFT BRICKS	
		replacement brick for error	
		Manual Check	
150-00-48500-000-300		PARK & REC DONATIONS	50.00
		replacement brick for error	
		Total	50.00
ONLINE	8/18/2025	AMAZON	
		wrench set w/ pouch	
		Manual Check	
100-00-53311-720-000		STREETS - EQUIPMENT - NEW	29.99
		wrench set w/ pouch	
300-00-53610-000-827		OTHER SUPPLIES & EXPENSES	36.55
		Culligan water filter CW5-BBS	
		Total	66.54
ONLINE	8/18/2025	AMAZON	
		3/4 Penta socket P3524 (2)	
		Manual Check	
400-00-53610-000-821		OPERATION EXPENSES	39.80
		3/4 Penta socket P3524 (2)	
		Total	39.80
ONLINE	8/20/2025	AMAZON	
		AMZ body cam	
		Manual Check	
100-00-52100-430-000		POLICE - EQUIPMENT PURCHASED	245.90
		AMZ body cam	
		Total	245.90
ONLINE	8/20/2025	AMAZON	
		AMZ body cam protect plan	
		Manual Check	

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CHASE VISA CARD

Accounting Checks

Posted From: 8/01/2025 From Account:  
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-52100-430-000		POLICE - EQUIPMENT PURCHASED AMZ body cam protect plan	27.99
Total			27.99
100-00-51420-330-000	8/04/2025	WMCA-WISCONSIN MUNICIPAL CLERKS ASSOCIATION New clerks training	190.00
Total			190.00
100-00-53311-722-000	8/01/2025	FARM & FLEET lawn mower tires	44.38
Total			44.38
100-00-53311-722-000	8/08/2025	FARM & FLEET mower tire mounting	152.78
Total			152.78
100-00-55200-745-000	8/13/2025	FARM & FLEET mower tire mounting	56.98
Total			56.98
300-00-53610-000-827	8/25/2025	FARM & FLEET cement/tools/herbicide	75.47
400-00-53700-000-640		SUPPLIES cement/tools/herbicide	75.48
Total			150.95
Grand Total			1,282.71

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CHASE VISA CARD

Accounting Checks

Posted From: 8/01/2025 From Account:  
Thru: 8/31/2025 Thru Account:

	Amount
<hr/>	
Total Expenditure from Fund # 100 - GENERAL FUND	987.90
Total Expenditure from Fund # 150 - PUBLIC PROPERTY AND EVENTS	67.51
Total Expenditure from Fund # 300 - SEWER FUND	112.02
Total Expenditure from Fund # 400 - WATER FUND	115.28
Total Expenditure from all Funds	1,282.71

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ACCT

COSTCO CITIBANK VISA

Accounting Checks

Posted From: 8/01/2025 From Account:  
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
ONSITE	8/18/2025	RADISSON HOTEL LA CROSSE	
		Room Chg Clerk training	
			<b>Manual Check</b>
100-00-51420-350-000		CLERK TRAVEL/MILEAGE	134.52
		Room/meals Chg Clerk training	
100-00-51420-350-000		CLERK TRAVEL/MILEAGE	123.52
		Room Chg Clerk training	
		<b>Total</b>	<b>258.04</b>
		<b>Grand Total</b>	<b>258.04</b>

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ACCT

COSTCO CITIBANK VISA

Accounting Checks

Posted From: 8/01/2025 From Account:  
Thru: 8/31/2025 Thru Account:

Amount

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Total Expenditure from Fund # 100 - GENERAL FUND	258.04
Total Expenditure from all Funds	258.04

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

Item 5.

Report Date: 08/18/2025

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

Report Time: 8:31:19 AM

08/04/2025 - 08/17/2025 [14 days]

Employee	Police Wages	Reg Hours	Police (off Site Punch) Reg Hours	Adjust Hours	Holidays Hours	Police Float Ho Hours	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]		75.75		-0.75			5.00				80.00
<b>PD [Police] Total:</b>		75.75	0.00	-0.75	0.00	0.00	5.00	0.00	0.00	0.00	80.00
<i>Head Count:</i>											<b>1</b>
<b>1 [Village of Ridgeway] Total:</b>		75.75	0.00	-0.75	0.00	0.00	5.00	0.00	0.00	0.00	80.00
<i>Head Count:</i>											<b>1</b>
<b>Grand Total:</b>		75.75	0.00	-0.75	0.00	0.00	5.00	0.00	0.00	0.00	80.00
<i>Head Count:</i>											<b>1</b>

**END OF REPORT**

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

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

Report Date: 08/11/2025

08/04/2025 - 08/10/2025 [7 days]

Report Time: 8:15:12 AM

Item 5.

#### PD011 [GORHAM, MICHAEL]

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

#### Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/04/2025 Mon	201 [POW]	02:03PM	07:40PM	5.7500000		5.75
08/05/2025 Tue	204 [POV]			5.0000000		5.00
08/06/2025 Wed	201 [POW]	03:38PM	11:32PM	7.7500000		7.75
08/07/2025 Thu	201 [POW]	03:40PM	12:14AM	8.5000000		8.50
08/08/2025 Fri	201 [POW]	12:59PM	05:51PM	4.7500000		4.75
08/09/2025 Sat	201 [POW]	03:00PM	11:19PM	8.2500000		8.25

#### Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					41.75		5.00		36.75
3 [SICK]									117.00
6 [FH]									
201 [POW]	1[UNUSED]	35.00		35.00					
204 [POV]	1[UNUSED]	5.00		5.00					
<b>TOTALS</b>		<b>40.00</b>		<b>40.00</b>	<b>41.75</b>		<b>5.00</b>		<b>153.75</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

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

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

Report Date: 08/18/2025

08/11/2025 - 08/17/2025 [7 days]

Report Time: 8:12:49 AM

Item 5.

**PD011 [GORHAM, MICHAEL]**

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

**Time Card**

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/12/2025 Tue	201 [POW]	01:48PM*	02:45PM*	1.0000000		
	201 [POW]	04:22PM	11:21PM	7.0000000		8.00
08/13/2025 Wed	201 [POW]	05:39PM*	11:49PM*	6.0000000		6.00
08/14/2025 Thu	201 [POW]	05:38PM	12:05AM	6.2500000		6.25
08/15/2025 Fri	201 [POW]	12:23PM	10:39PM	10.2500000		10.25
08/16/2025 Sat	201 [POW]	02:34PM	11:10PM	8.7500000		8.75
08/17/2025 Sun	201 [POW]	01:20PM*	02:50PM*	1.5000000		
	208 [PADJ]			-0.7500000		0.75

**Summary - PD011 [GORHAM, MICHAEL]**

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									36.75
3 [SICK]									117.00
6 [FH]									
201 [POW]	1[UNUSED]	40.75		40.75					
208 [PADJ]	1[UNUSED]	-0.75		-0.75					
<b>TOTALS</b>		<b>40.00</b>		<b>40.00</b>					<b>153.75</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: 08/28/2025

Report Time: 12:57:01 PM

Primary Sort By: Employee;DEPT(G2)

08/04/2025 - 08/17/2025 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
<b>Employee: AD001 [PHELAN, LORI L]</b>				
AD [General Admin]	501[TRW]	29.25	0.00	29.25
AD [General Admin]	504[TRV]	2.50	0.00	2.50
AD [General Admin]	511[CW]	37.00	0.00	37.00
AD [General Admin]	514[CV]	2.50	0.00	2.50
EL [ADMIN-ELECTION]	551[ECW]	1.00	0.00	1.00
SE [Sewer]	305[SADW]	1.75	0.00	1.75
WA [Water]	605[WADW]	1.75	0.00	1.75
<b>AD001 [PHELAN, LORI L] Total:</b>		<b>75.75</b>	<b>0.00</b>	<b>75.75</b>
<b>Employee: AD005 [RINIKER, MARJORIE]</b>				
AD [General Admin]	701[ADSW]	57.75	0.00	57.75
PA [Parks]	101[PAW]	12.50	0.00	12.50
SE [Sewer]	305[SADW]	1.75	0.00	1.75
WA [Water]	605[WADW]	1.75	0.00	1.75
<b>AD005 [RINIKER, MARJORIE] Total:</b>		<b>73.75</b>	<b>0.00</b>	<b>73.75</b>
<b>Employee: PW003 [JOHNSON, HARRY]</b>				
FM [FACILITES MAINTENANCE]	611[FMW]	7.75	0.00	7.75
PA [Parks]	101[PAW]	14.00	0.00	14.00
ST [Streets]	401[STW]	20.00	0.00	20.00
<b>PW003 [JOHNSON, HARRY] Total:</b>		<b>41.75</b>	<b>0.00</b>	<b>41.75</b>
<b>Employee: PW007 [LARKINS, LAMONT]</b>				
SE [Sewer]	301[SEW]	51.00	4.75	55.75
ST [Streets]	401[STW]	2.00	0.00	2.00
WA [Water]	601[WAW]	27.00	2.00	29.00
<b>PW007 [LARKINS, LAMONT] Total:</b>		<b>80.00</b>	<b>6.75</b>	<b>86.75</b>
<b>Employee: SP004 [MECKLEY, KEVIN]</b>				
PA [Parks]	101[PAW]	12.50	0.00	12.50
SE [Sewer]	301[SEW]	2.00	2.00	4.00
ST [Streets]	401[STW]	62.50	2.50	65.00
WA [Water]	601[WAW]	3.00	2.00	5.00
<b>SP004 [MECKLEY, KEVIN] Total:</b>		<b>80.00</b>	<b>6.50</b>	<b>86.50</b>
<b>Grand Totals:</b>		<b>351.25</b>	<b>13.25</b>	<b>364.50</b>

**END OF REPORT**

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



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

Item 5.

Report Date: 08/11/2025

08/04/2025 - 08/10/2025 [7 days]

Report Time: 8:15:12 AM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/04/2025 Mon	501 [TRW]	07:53AM	01:56PM	6.0000000		8.00
	501 [TRW]	02:31PM	04:37PM	2.0000000		
08/05/2025 Tue	501 [TRW]	08:02AM	01:28PM	5.5000000		8.50
	501 [TRW]	01:59PM	05:01PM	3.0000000		
08/06/2025 Wed	501 [TRW]	08:03AM	12:51PM	4.7500000		8.25
	501 [TRW]	01:17PM	04:42PM	3.5000000		
08/07/2025 Thu	501 [TRW]	08:39AM	02:05PM	5.2500000		7.00
	501 [TRW]	02:40PM	04:32PM	1.7500000		
08/08/2025 Fri	501 [TRW]	08:01AM	12:22PM	4.2500000		4.25

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									100.75
3 [SICK]									54.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	36.00		36.00					
<b>TOTALS</b>		<b>36.00</b>		<b>36.00</b>					<b>163.50</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x \_\_\_\_\_

Supervisor Signature

Lori Phelan

Time Distribution Work Log Week of Aug 4-10, 2025

**Monday 8/4**

- Clerk
  - Emails
  - EE ins forms
- Treasurer
  - Concession stand reconciliation
  - File amended SOA
  - Bank Statements
  - ACH receipts

**Tuesday 8/5**

- Clerk
  - Timesheet allocations (2 hrs)
  - Calculate payroll (30 min)
  - Calculate EE health insurance coverage changes (2.5 hrs)
  - Staff questions (1 hr)
- Treasurer
  - Verify adjustments and pay Sept Ins Premiums ETF (2 hrs)

**Wednesday 8/6**

- Clerk
  - Process payroll (1.5 hr)
- Treasurer
  - Submit payroll to FSB
  - Pay 941 taxes
  - Reconcile & pay Chase CC
  - Bank statements/reconciliations

**Thursday 8/7**

- Clerk
  - Agenda BOT meeting
- Treasurer
  - Bank Reconciliations
  - Treasurer report
  - Budget workbook

**Friday 8/8**

- Clerk
  - BOT Agenda
    - Post/notifications
- Treasurer
  - Enter invoices, checks in progress report for BOT

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

Item 5.

Report Date: 08/11/2025

08/04/2025 - 08/10/2025 [7 days]

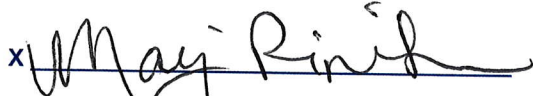
Report Time: 8:15:12 AM

<b>AD005 [RINIKER, MARJORIE]</b>					
Employee ID	AD005	DEPT(G2)	AD	Pay Policy	700
Pay Type	3	Last Name	RINIKER	First Name	MARJORIE

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/04/2025 Mon	701 [ADSW]	07:54AM	12:33PM	4.5000000		8.00
	701 [ADSW]	01:06PM	04:36PM	3.5000000		
08/05/2025 Tue	701 [ADSW]	07:58AM	04:20PM	8.2500000		10.25
	701 [ADSW]	06:12PM	08:08PM	2.0000000		
08/06/2025 Wed	701 [ADSW]	07:48AM	09:59AM	2.2500000		5.25
	701 [ADSW]	01:33PM	04:30PM	3.0000000		
08/07/2025 Thu	701 [ADSW]	07:45AM	12:53PM	5.2500000		8.25
	701 [ADSW]	01:28PM	04:29PM	3.0000000		
08/08/2025 Fri	701 [ADSW]	07:48AM	12:02PM	4.2500000		4.25

Summary - AD005 [RINIKER, MARJORIE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									36.00
3 [SICK]									28.00
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	36.00		36.00					
<b>TOTALS</b>		<b>36.00</b>		<b>36.00</b>					<b>72.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x   
Employee Signature

x   
Supervisor Signature

## Week of Aug 4 – Aug 8

## Monday -

- Utility bills (.5 hr)
- Customer help
- Driveway permit organizing
- invoicing
- FB posting

## Tuesday -

- Utility work (.25 hrs)
- FB posts
- Library monitor
- Invoicing
- P&R meeting prep
- P&R meeting

## Wednesday -

- Utility work (.25 hr)
- invoicing
- P&R minutes / follow-up
- Meet with new library volunteer
- FB event posts

## Thurs –

- Utility work (.25)
- FB Posting
- Helped library ladies move/organize
- Invoicing
- Flier in Canva

## Fri –

- FB Posts
- Invoicing
- Utility bills (.25)



<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
08/04/2025 Mon	401 [STW]	08:01AM	01:06PM	5.0000000		5.00
08/05/2025 Tue	401 [STW]	07:54AM	12:31PM	4.5000000		4.50
08/06/2025 Wed	401 [STW]	07:57AM	12:18PM	4.2500000		4.25
08/07/2025 Thu	401 [STW]	07:56AM	12:16PM	4.2500000		4.25
08/08/2025 Fri	401 [STW]	07:54AM	12:17PM	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]	22.25		22.25					
<b>TOTALS</b>		<b>22.25</b>		<b>22.25</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*  
Employee Signature

x *[Signature]*  
Supervisor Signature

Mon 8/4 Mowed both ballfields & mowed, mowed Volley Ball area, across from church, part of park  
 Tue 8/5 Mowed park & playground, Vets Memorial, ACC, village sleep lawn  
 Wed 8/6 Summer brush pile, mowed along HHH, took mower tire to 10 Farm & Fleet  
 Thurs 8/7 Replaced throttle cable on city, worked at ACC  
 Fri 8/8 Mowed along HHH, green shed, behind ACC



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

Item 5.

Report Date: 08/11/2025

08/04/2025 - 08/10/2025 [7 days]

Report Time: 8:15:12 AM

<b>PW007 [LARKINS, LAMONT]</b>					
Employee ID	PW007	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	LARKINS	First Name	LAMONT

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/04/2025 Mon	301 [SEW]	05:55AM	11:50AM	5.7500000		8.00
	301 [SEW]	12:19PM	02:31PM	2.2500000		
08/05/2025 Tue	301 [SEW]	05:58AM	12:20PM	6.2500000		8.00
	301 [SEW]	12:51PM	02:30PM	1.7500000		
08/06/2025 Wed	301 [SEW]	05:55AM	11:36AM	5.5000000		8.25
	301 [SEW]	11:52AM	02:30PM	2.7500000		
08/07/2025 Thu	301 [SEW]	06:16AM	12:00PM	5.7500000		8.00
	301 [SEW]	12:30PM*	02:47PM	2.2500000		
08/08/2025 Fri	301 [SEW]	06:31AM	11:45AM	5.2500000		8.25
	301 [SEW]	12:17PM	03:22PM	2.5000000	0.5000000	

Summary - PW007 [LARKINS, LAMONT]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]									4.00
301 [SEW]	1[UNUSED]	40.00	0.50	40.50					
<b>TOTALS</b>		<b>40.00</b>	<b>0.50</b>	<b>40.50</b>					<b>4.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X \_\_\_\_\_

Supervisor Signature

**Lamont Larkins****Weekly Work Log August 4-August 10****Monday 08/04/2025:**

Water Daily Operations and figured out how to sample Well #1 – 4 hours

Sewer Daily Operations - 4 hours

**Tuesday 08/05/2025:**

Water Daily Operations, locates and pinned services on GIS – 4 hours

Sewer Daily Operations locates and pinned services on GIS – 4 hours

**Wednesday 08/06/2025:**

Water Daily Operations – 2 hours

Sewer Daily Operations and weed whacked around dump area-6 hours

**Thursday 08/07/2025**

Water Daily Operations and repaired curb stop on Wells Street -3 hours

Sewer Daily Operations and weed whacked around old head works-5 hours

**Friday 08/08/2025:**

Water Daily Operations, located and pinned curb stops alley on GIS– 3 hours

Sewer Daily Operations

Weekly Cleaning sewer plant

Weed whacked -5 hours



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

Report Date: 08/11/2025

08/04/2025 - 08/10/2025 [7 days]

Report Time: 8:15:12 AM

Item 5.

#### SP004 [MECKLEY, KEVIN]

Employee ID	SP004	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	MECKLEY	First Name	KEVIN


#### Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/04/2025 Mon	401 [STW]	07:00AM	12:15PM	5.2500000		8.00
	401 [STW]	12:44PM	03:30PM	2.7500000		
08/05/2025 Tue	401 [STW]	07:00AM	01:10PM	6.2500000		9.50
	401 [STW]	01:36PM	03:30PM	1.7500000		
	401 [STW]	06:24PM	08:05PM	1.5000000		
08/06/2025 Wed	401 [STW]	07:00AM	12:15PM	5.2500000		8.00
	401 [STW]	12:44PM	03:30PM	2.7500000		
08/07/2025 Thu	401 [STW]	06:59AM	12:00PM	5.0000000		8.00
	401 [STW]	12:30PM	03:30PM	3.0000000		
08/08/2025 Fri	401 [STW]	07:00AM	12:00PM	5.0000000		8.00
	401 [STW]	12:30PM	03:30PM	1.5000000	1.5000000	
08/09/2025 Sat	301 [SEW]	06:36AM	08:36AM*		2.0000000	2.00
08/10/2025 Sun	601 [WAW]	07:08AM	09:08AM*		2.0000000	2.00

#### Summary - SP004 [MECKLEY, KEVIN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									56.00
3 [SICK]									28.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]		2.00	2.00					
401 [STW]	1[UNUSED]	40.00	1.50	41.50					
601 [WAW]	1[UNUSED]		2.00	2.00					
<b>TOTALS</b>		<b>40.00</b>	<b>5.50</b>	<b>45.50</b>					<b>92.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

X   
Supervisor Signature

Monday August 4th 2025

Picked up brush – 2 hours

Weed whacked – 4 hours

Mowed dog park and depot – 2 hours

Tuesday August 5th 2025

Picked up brush – 1 hour

Changed all garbage – 1 hour

Weed whacked – 3 hours

Mowed – 3 hours

Park n Rec meeting – 1.5 hours

Wednesday August 6th 2025

Burned brush pile – 4 hours

Pushed rubbish piles back – 2 hours

Mowed – 2 hours

Thursday August 7th 2025

Hauled brush – 1 hour

Fixed UTV – 3 hours

Fixed curb stop – 1 hour

Street sweeping – 3 hours

Friday August 8th 2025

Cleaned park bathrooms – 2 hours

Cleaned up brush at treatment plant – 2 hours

Replaced tire on mower – 1 hour

Mowed – 2 hours

Changed water meter – 1 hour

Saturday August 9<sup>th</sup>

Weekend rounds – 2 hours

Sunday August 10<sup>th</sup>

Weekend rounds – 2 hours



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

Item 5.

Report Date: 08/18/2025

08/11/2025 - 08/17/2025 [7 days]

Report Time: 8:12:49 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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/11/2025 Mon	501 [TRW]	07:57AM	12:29PM	4.5000000		8.00
	501 [TRW]	01:03PM	04:37PM	3.5000000		
08/12/2025 Tue	501 [TRW]	07:59AM	04:38PM	8.7500000		14.00
	501 [TRW]	06:21PM	11:24PM	5.2500000		
08/13/2025 Wed	514 [CV]			2.5000000		5.00
	504 [TRV]			2.5000000		
08/14/2025 Thu	501 [TRW]	08:00AM	12:31PM	4.5000000		8.00
	501 [TRW]	01:09PM	04:42PM	3.5000000		
08/15/2025 Fri	501 [TRW]	08:04AM	12:39PM	4.7500000		4.75

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					100.75		5.00		95.75
3 [SICK]									54.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	34.75		34.75					
504 [TRV]	1[UNUSED]	2.50		2.50					
514 [CV]	1[UNUSED]	2.50		2.50					
<b>TOTALS</b>		<b>39.75</b>		<b>39.75</b>	<b>100.75</b>		<b>5.00</b>		<b>158.50</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan  
Employee Signature

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

Lori Phelan  
Time Distribution Work Log Week of Aug 11-17, 2025

**Monday 8/11**

- Clerk
  - Timesheet distribution
  - Timesheet allocations
  - Liquor licensing questions

**Tuesday 8/12**

- Clerk
  - Set up/prepare for BOT meeting
  - BOT meeting
- Treasurer
  - Print checks/prepare for approval, signatures and mailing
- Election administration
  - Voter registration
  - Print updated WisVote Manual

**Wednesday 8/13** OUT OF OFFICE

**Thursday 8/14**

- Clerk
  - Emails
  - Post approved and draft meeting minutes
- Treasurer
  - Remote deposit
- Utility
  - PSC-PFP resolution/cover letter
  - Communication with auditor

**Friday 8/15**

- Clerk
  - Emails
  - Meet w/Brad
- Treasurer
  - Park and Events Statement of Rev & Exp
- Utility
  - ACH utility
    - Send file to FSB
    - Post and interface to accounting

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

Item 5.

Report Date: 08/18/2025

08/11/2025 - 08/17/2025 [7 days]

Report Time: 8:12:49 AM

<b>AD005 [RINIKER, MARJORIE]</b>			
Employee ID	AD005	DEPT(G2)	AD
Pay Type	3	Last Name	RINIKER
Pay Policy	700	First Name	MARJORIE

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/11/2025 Mon	701 [ADSW]	07:53AM	01:09PM	5.2500000		9.25
	701 [ADSW]	01:46PM	05:39PM	4.0000000		
08/12/2025 Tue	701 [ADSW]	07:46AM	01:01PM	5.2500000		8.25
	701 [ADSW]	01:36PM	04:29PM	3.0000000		
08/13/2025 Wed	701 [ADSW]	07:51AM	04:30PM	8.7500000		8.75
08/14/2025 Thu	701 [ADSW]	07:52AM	01:13PM	5.5000000		8.25
	701 [ADSW]	01:47PM	04:34PM	2.7500000		
08/15/2025 Fri	701 [ADSW]	07:58AM	11:12AM	3.2500000		3.25

Summary - AD005 [RINIKER, MARJORIE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									36.00
3 [SICK]									28.00
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	37.75		37.75					
<b>TOTALS</b>		<b>37.75</b>		<b>37.75</b>					<b>72.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Marjorie Riniker*  
Employee Signature

x *Lai Phelan*  
Supervisor Signature

## Week of Aug 11 – Aug 15

## Monday -

- Utility bills (.75 hr)
- Customer help
- permit uploading/organizing
- invoicing
- FB posting
- Library meeting

## Tuesday -

- Utility work (.5 hrs)
- FB posts
- Library monitor
- Furniture moving
- Bathroom maintenance
- Scanning docs

## Wednesday -

- Utility work (.5 hr)
- invoicing
- gift brick
- dog licensing
- FB event posts
- Gave bldng tour
- Flier in Canva

## Thurs –

- Utility work (.5)
- FB Posting
- Last day for summer program / spent time with pics and such
- Invoicing
- Filing
- Events work

## Fri –

- FB Posts
- Invoicing
- Utility bills (.25)

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

Item 5.

Report Date: 08/18/2025

08/11/2025 - 08/17/2025 [7 days]

Report Time: 8:12:49 AM

<b>PW007 [LARKINS, LAMONT]</b>					
Employee ID	PW007	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	LARKINS	First Name	LAMONT

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/11/2025 Mon	301 [SEW]	05:55AM	11:45AM	5.7500000		
	301 [SEW]	12:15PM	02:30PM	2.2500000		8.00
08/12/2025 Tue	301 [SEW]	05:57AM	12:04PM	6.0000000		
	301 [SEW]	12:38PM	02:34PM	1.7500000		
	301 [SEW]	06:55PM	09:27PM	2.5000000		10.25
08/13/2025 Wed	301 [SEW]	06:14AM	12:06PM	5.7500000		
	301 [SEW]	12:35PM	02:45PM	2.2500000		8.00
08/14/2025 Thu	301 [SEW]	05:57AM	12:20PM	6.2500000		
	301 [SEW]	12:52PM	02:31PM	1.7500000		8.00
08/15/2025 Fri	301 [SEW]	05:59AM	11:50AM	5.7500000		
	301 [SEW]	12:20PM	02:30PM		2.2500000	8.00
08/16/2025 Sat	301 [SEW]	09:00AM	11:00AM*		2.0000000	2.00
08/17/2025 Sun	601 [WAW]	08:12AM	10:12AM*		2.0000000	2.00

Summary - PW007 [LARKINS, LAMONT]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]									4.00
301 [SEW]	1[UNUSED]	40.00	4.25	44.25					
601 [WAW]	1[UNUSED]		2.00	2.00					
<b>TOTALS</b>		<b>40.00</b>	<b>6.25</b>	<b>46.25</b>					<b>4.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

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

**Lamont Larkins****Weekly Work Log August 11-August 17****Monday 08/11/2025:**

Water Daily Operations – 2 hours

Sewer Daily Operations, submitted monthly EMOR and worked on bar screen - 6 hours

**Tuesday 08/12/2025:**

Water Daily Operations, Changed water meter – 2 hours

Sewer Daily Operations, sprayed weeds, worked on truck crane - 6 hours

**Wednesday 08/13/2025:**

Water Daily Operations – 2 hours

Sewer Daily Operations sprayed weeds, and weed whacked around dump area-6 hours

**Thursday 08/14/2025**

Water Daily Operations -2 hours

Sewer Daily Operations and burn pile -4 hours

Streets asphalted end of driveway -2 hours

**Friday 08/15/2025:**

Water Daily Operations, located and pinned curb stops alley on GIS– 3 hours

Sewer Daily Operations

Weekly Cleaning sewer plant

Weed whacked around dump area-5 hours

**Saturday 08/16/25:**

System checks -2 hours

**Sunday 08/17/25:**

System checks – 2 hours

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

Item 5.

Report Date: 08/18/2025

08/11/2025 - 08/17/2025 [7 days]

Report Time: 8:12:49 AM

<b>SP004 [MECKLEY, KEVIN]</b>					
Employee ID	SP004	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	MECKLEY	First Name	KEVIN

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/11/2025 Mon	401 [STW]	07:00AM	12:00PM	5.0000000		8.00
	401 [STW]	12:30PM	03:30PM	3.0000000		
08/12/2025 Tue	401 [STW]	07:00AM	12:00PM	5.0000000		10.50
	401 [STW]	12:30PM	03:30PM	3.0000000		
08/13/2025 Wed	401 [STW]	06:50PM	09:22PM	2.5000000		6.50
	401 [STW]	06:56AM	12:05PM	5.0000000		
08/14/2025 Thu	401 [STW]	12:27PM	01:59PM	1.5000000		8.00
	401 [STW]	12:34PM	03:30PM	3.0000000		
08/15/2025 Fri	401 [STW]	07:00AM	12:15PM	5.2500000		8.00
	401 [STW]	12:45PM	03:30PM	1.7500000	1.0000000	

Summary - SP004 [MECKLEY, KEVIN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									56.00
3 [SICK]									28.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	40.00	1.00	41.00					
<b>TOTALS</b>		<b>40.00</b>	<b>1.00</b>	<b>41.00</b>					<b>92.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x   
 Employee Signature

x   
 Supervisor Signature

Monday August 11th 2025

Serviced both mowers – 3 hours

Checked all garbage – 1 hour

Mowed – 4 hours

Tuesday August 12th 2025

Hauled brush – 2 hours

Fixed mower – 2 hours

Changed water meter – 2 hours

Worked on crane – 2 hours

Board meeting – 2 hours

Wednesday August 13th 2025

Farm N Fleet run – 1 hour

Fixed drain on concession stand sink – 3 hours

Weed whacked – 2 hours

Thursday August 14th 2025

Hauled brush – 2 hours

Fixed walkway to park – 2 hours

Fixed end of driveway on Well St. – 2 hours

Mowed – 2 hours

Friday August 15th 2025

Cleaned park bathrooms – 2 hours

Changed water meter – 1 hour

Cleaned up the dump and treatment plant – 5 hours

Report Date: 08/18/2025

08/11/2025 - 08/17/2025 [7 days]

Report Time: 8:12:49 AM

<b>PW003 [JOHNSON, HARRY]</b>					
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
08/11/2025 Mon	401 [STW]	08:05AM	12:05PM	4.0000000		4.00
08/13/2025 Wed	401 [STW]	07:52AM	01:01PM	5.2500000		5.25
08/14/2025 Thu	401 [STW]	08:01AM	01:11PM	5.2500000		5.25
08/15/2025 Fri	401 [STW]	07:57AM	01:03PM	5.0000000		5.00

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]	19.50		19.50					
<b>TOTALS</b>		<b>19.50</b>		<b>19.50</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Harry Johnson  
Employee Signature

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

Mon 8/11 Sweep gym floor, Mowed board room, worked at RCC  
 Wed 8/13 sprayed weeds at green shed, mowed west end of Village, across from church, lumber yard, & Budget Mart, valley ball area, Village shop lawn  
 Thurs 8/14 Mowed park, playground, both ballfields  
 Fri 8/15 sprayed weeds in ballfields, Mowed along HHH, well (#), ft of RCC, green shed, cardinal way pond

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

Item 5.

Report Date: 09/03/2025

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

Report Time: 4:32:58 PM

08/18/2025 - 08/31/2025 [14 days]

Employee	Police Wages	Reg Hours	Police (off Site Punch) Reg Hours	Adjust Hours	Holidays Hours	Police Float Ho Hours	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]		64.75		7.25				8.00		8.00	88.00
<b>PD [Police] Total:</b>		64.75	0.00	7.25	0.00	0.00	0.00	8.00		8.00	88.00
<i>Head Count:</i>											<b>1</b>
<b>1 [Village of Ridgeway] Total:</b>		64.75	0.00	7.25	0.00	0.00	0.00	8.00		8.00	88.00
<i>Head Count:</i>											<b>1</b>
<b>Grand Total:</b>		64.75	0.00	7.25	0.00	0.00	0.00	8.00		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 5.

Report Date: 09/02/2025

08/18/2025 - 08/24/2025 [7 days]

Report Time: 5:23:42 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
08/19/2025 Tue	201 [POW]	01:18PM	11:14PM	10.0000000		10.00
08/20/2025 Wed	206 [POG]	08:00AM*	04:00PM*	8.0000000		
	201 [POW]	04:00PM*	06:30PM*	2.5000000		10.50
08/21/2025 Thu	201 [POW]	11:47AM	07:58PM	8.2500000		8.25
08/22/2025 Fri	201 [POW]	04:11PM	10:28PM	6.2500000		6.25
08/23/2025 Sat	201 [POW]	04:49PM	07:50PM	3.0000000		
	201 [POW]	09:01PM	10:48PM	1.7500000		4.75
08/24/2025 Sun	201 [POW]	10:30AM*	01:50PM*	3.2500000		3.25

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									36.75
3 [SICK]									117.00
6 [FH]									
201 [POW]	1[UNUSED]	35.00		35.00					
206 [POG]	1[UNUSED]	8.00		8.00					
<b>TOTALS</b>		<b>43.00</b>		<b>43.00</b>					<b>153.75</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

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

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

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

Item 5.

Report Date: 09/02/2025

08/25/2025 - 08/31/2025 [7 days]

Report Time: 5:21:27 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
08/25/2025 Mon	203 [POS]			8.0000000		8.00
08/26/2025 Tue	201 [POW]	10:40AM	07:08PM	8.5000000		8.50
08/28/2025 Thu	201 [POW]	12:30PM*	05:00PM*	4.5000000		4.50
08/29/2025 Fri	201 [POW]	07:30PM*	11:00PM*	3.5000000		3.50
08/30/2025 Sat	201 [POW]	10:35AM	10:35PM	12.0000000		12.00
08/31/2025 Sun	201 [POW]	12:15PM*	01:35PM*	1.2500000		1.25
	208 [PADJ]			7.2500000		8.50

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									36.75
3 [SICK]					117.00		8.00		109.00
6 [FH]									
201 [POW]	1[UNUSED]	29.75		29.75					
203 [POS]	1[UNUSED]	8.00		8.00					
208 [PADJ]	1[UNUSED]	7.25		7.25					
<b>TOTALS</b>		<b>45.00</b>		<b>45.00</b>	<b>117.00</b>		<b>8.00</b>		<b>145.75</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

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

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

Work log hours for timesheet allocations per 2025 budget

8/18-24/25										8/25-31/25										Totals															
Reg		OT	Vacation	Holiday	Sick						Reg		OT	Vacation	Holiday	Sick						Reg	OT	Vacation	Holiday	Sick									
Lori		work	hours	22.00	15.00	0.00	0.00						Lori		work	hours	19.25	0.00	17.75	0.00	0.00						Lori		work	hours	41.25	0.00	32.75	0.00	0.00
Dept		Percent	85.00%	18.70	0.00	12.75	0.00	0.00	0.00	0.00	Dept		Percent	85.00%	16.36	0.00	15.09	0.00	0.00	0.00	Dept		Percent	85.00%	35.06	0.00	27.84	0.00	0.00	0.00	62.90				
SewerAdm		5.00%	1.10	0.00	0.75	0.00	0.00	0.00	0.00	SewerAdm		5.00%	0.96	0.00	0.89	0.00	0.00	0.00	SewerAdm		2.06	0.00	1.64	0.00	0.00	0.00	3.70	0.00	0.00	3.70					
Election Adm		5.00%	1.10	0.00	0.75	0.00	0.00	0.00	0.00	Election Adm		5.00%	0.96	0.00	0.89	0.00	0.00	0.00	Election Adm		2.06	0.00	1.64	0.00	0.00	0.00	3.70	0.00	0.00	3.70					
WaterAdm		5.00%	1.10	0.00	0.75	0.00	0.00	0.00	0.00	WaterAdm		5.00%	0.96	0.00	0.89	0.00	0.00	0.00	WaterAdm		2.06	0.00	1.64	0.00	0.00	0.00	3.70	0.00	0.00	3.70					
C/T		85.00%	18.70	0.00	12.75	0.00	0.00	0.00	0.00	C/T		85.00%	16.36	0.00	15.09	0.00	0.00	0.00	C/T		35.06	0.00	27.84	0.00	0.00	0.00	62.90	0.00	0.00	62.90					
Marj		work	hours	37.25	0.00	0.00	0.00	0.00	0.00	Marj		work	hours	37.50	0.00	0.00	0.00	0.00	Marj		74.75	0	0	0	0	0	74.75	0	0	74.75					
Dept		Percent	50.00%	18.63	0.00	0.00	0.00	0.00	0.00	Dept		Percent	50.00%	18.75	0.00	0.00	0.00	0.00	Dept		37.38	0.00	0.00	0.00	0.00	0.00	0.00	37.38	0.00	0.00	37.38				
Admsvs		7.50%	2.79	0.00	0.00	0.00	0.00	0.00	0.00	Admsvs		7.50%	2.81	0.00	0.00	0.00	0.00	0.00	Admsvs		5.61	0.00	0.00	0.00	0.00	0.00	0.00	5.61	0.00	0.00	5.61				
WaterAdm		7.50%	2.79	0.00	0.00	0.00	0.00	0.00	0.00	WaterAdm		7.50%	2.81	0.00	0.00	0.00	0.00	0.00	WaterAdm		5.61	0.00	0.00	0.00	0.00	0.00	0.00	5.61	0.00	0.00	5.61				
Park Wages		35.00%	13.04	0.00	0.00	0.00	0.00	0.00	0.00	Park Wages		35.00%	13.13	0.00	0.00	0.00	0.00	0.00	Park Wages		26.16	0.00	0.00	0.00	0.00	0.00	0.00	26.16	0.00	0.00	26.16				
Harry		work	hours	21.75						Harry		work	hours	13.75						Harry		work	hours	35.5						35.50					
Dept		Percent	30.00%	6.53						Dept		Percent	30.00%	4.13						Dept		Percent	30.00%	10.65						10.65					
Street		35.00%	7.61						Street		35.00%	4.81						Street		12.43						12.43									
FacMaint		35.00%	7.61						FacMaint		35.00%	4.81						FacMaint		12.43						12.43									
Lamont		work	hours	40.00	0.25						Lamont		work	hours	40.00	0.75						Lamont		work	hours	80.00	1						81.00		
Dept		Percent	10.00%	4.00	0.03						Dept		Percent	10.00%	4.00	0.08						Dept		Percent	10.00%	8.00	0.10						8.10		
Streets		70.00%	28.00	0.18						Streets		70.00%	28.00	0.53						Streets		56.00	0.70						56.70						
Water		20.00%	8.00	0.05						Water		20.00%	8.00	0.15						Water		16.00	0.20						16.20						
Kevin		work	hours	40.00	4.00						Kevin		work	hours	40.00	3.50						Kevin		work	hours	80	7.5						87.50		
Dept		Percent	20.00%	8.00	0.80						Dept		Percent	20.00%	8.00	0.70						Dept		Percent	20.00%	16.00	1.50						17.50		
Sewer		10.00%	4.00	0.40						Sewer		10.00%	4.00	0.35						Sewer		8.00	0.75						8.75						
Water		10.00%	4.00	0.40						Water		10.00%	4.00	0.35						Water		8.00	0.75						8.75						
Streets		60.00%	24.00	2.40						Streets		60.00%	24.00	2.10						Streets		48.00	4.50						52.50						

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

Report Date: 09/03/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 3:53:03 PM

08/18/2025 - 08/31/2025 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
<b>Employee: AD001 [PHELAN, LORI L]</b>				
AD [General Admin]	501[TRW]	10.25	0.00	10.25
AD [General Admin]	504[TRV]	16.50	0.00	16.50
AD [General Admin]	511[CW]	28.25	0.00	28.25
AD [General Admin]	514[CV]	16.25	0.00	16.25
SE [Sewer]	305[SADW]	0.50	0.00	0.50
WA [Water]	605[WADW]	2.25	0.00	2.25
<b>AD001 [PHELAN, LORI L] Total:</b>		<b>74.00</b>	<b>0.00</b>	<b>74.00</b>
<b>Employee: AD005 [RINIKER, MARJORIE]</b>				
AD [General Admin]	701[ADSW]	55.00	0.00	55.00
PA [Parks]	101[PAW]	4.75	0.00	4.75
SE [Sewer]	305[SADW]	7.50	0.00	7.50
WA [Water]	605[WADW]	7.50	0.00	7.50
<b>AD005 [RINIKER, MARJORIE] Total:</b>		<b>74.75</b>	<b>0.00</b>	<b>74.75</b>
<b>Employee: PW003 [JOHNSON, HARRY]</b>				
FM [FACILITES MAINTENANCE]	611[FMW]	10.50	0.00	10.50
PA [Parks]	101[PAW]	9.00	0.00	9.00
ST [Streets]	401[STW]	16.00	0.00	16.00
<b>PW003 [JOHNSON, HARRY] Total:</b>		<b>35.50</b>	<b>0.00</b>	<b>35.50</b>
<b>Employee: PW007 [LARKINS, LAMONT]</b>				
SE [Sewer]	301[SEW]	49.00	1.00	50.00
WA [Water]	601[WAW]	31.00	0.00	31.00
<b>PW007 [LARKINS, LAMONT] Total:</b>		<b>80.00</b>	<b>1.00</b>	<b>81.00</b>
<b>Employee: SP004 [MECKLEY, KEVIN]</b>				
FM [FACILITES MAINTENANCE]	611[FMW]	2.00	0.00	2.00
PA [Parks]	101[PAW]	16.00	0.00	16.00
SE [Sewer]	301[SEW]	6.50	3.50	10.00
ST [Streets]	401[STW]	54.50	0.00	54.50
WA [Water]	601[WAW]	1.00	4.00	5.00
<b>SP004 [MECKLEY, KEVIN] Total:</b>		<b>80.00</b>	<b>7.50</b>	<b>87.50</b>
<b>Grand Totals:</b>		<b>344.25</b>	<b>8.50</b>	<b>352.75</b>

END OF REPORT

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

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

Item 5.

Report Date: 09/03/2025

08/18/2025 - 08/24/2025 [7 days]

Report Time: 3:45:24 PM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/18/2025 Mon	501 [TRW]	08:06AM	04:30PM	8.5000000		11.50
	511 [CW]	06:00PM*	09:00PM*	3.0000000		
08/19/2025 Tue	511 [CW]	09:00AM*	12:00PM*	3.0000000		9.00
	511 [CW]	01:00PM*	07:00PM*	6.0000000		
08/20/2025 Wed	504 [TRV]			3.2500000		8.00
	511 [CW]	10:00AM*	11:30AM*	1.5000000		
	514 [CV]			3.2500000		
08/21/2025 Thu	514 [CV]			4.0000000		8.00
	504 [TRV]			4.0000000		
08/22/2025 Fri	504 [TRV]			0.5000000		0.50

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					95.75		15.00		80.75
3 [SICK]									54.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	8.50		8.50					
504 [TRV]	1[UNUSED]	7.75		7.75					
511 [CW]	1[UNUSED]	13.50		13.50					
514 [CV]	1[UNUSED]	7.25		7.25					
<b>TOTALS</b>		<b>37.00</b>		<b>37.00</b>	<b>95.75</b>		<b>15.00</b>		<b>143.50</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Lori L. Phelan*  
Employee Signature

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

Lori Phelan

Time Distribution Work Log Week of Aug 18-24, 2025

**Monday 8/18**

- Clerk
  - Timesheet distribution & allocations
  - Calculate payroll
  - Drive to LaCrosse for WMCA Conference
- Treasurer (6 hrs)
  - Upload Direct Deposit file, post in Accounting
  - 2026 Budget Workbook

**Tuesday 8/19**

- Clerk
  - WMCA Conference
  - Drive home

**Wednesday 8/20 Vacation (6.5 hrs)**

- Clerk (1 hr)
  - Finance Committee Meeting
    - Post agenda/draft minutes
- Treasurer (30 min)
  - Concession stand drawer

**Thursday 8/21 Vacation**

**Friday 8/22 Vacation**

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

Item 5.

Report Date: 08/25/2025

08/18/2025 - 08/24/2025 [7 days]

Report Time: 9:30:47 AM

**AD005 [RINIKER, MARJORIE]**

<b>Employee ID</b>	AD005	<b>DEPT(G2)</b>	AD	<b>Pay Policy</b>	700
<b>Pay Type</b>	3	<b>Last Name</b>	RINIKER	<b>First Name</b>	MARJORIE

**Time Card**

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/18/2025 Mon	701 [ADSW]	07:47AM	11:56AM	4.2500000		11.00
	701 [ADSW]	12:46PM	04:27PM	3.7500000		
	701 [ADSW]	06:00PM*	09:00PM*	3.0000000		
08/19/2025 Tue	701 [ADSW]	09:00AM*	12:00PM*	3.0000000		9.00
	701 [ADSW]	01:00PM*	07:00PM*	6.0000000		
08/20/2025 Wed	701 [ADSW]	08:03AM	12:28PM	4.5000000		8.00
	701 [ADSW]	12:59PM	04:29PM	3.5000000		
08/21/2025 Thu	701 [ADSW]	07:56AM	12:36PM	4.5000000		8.00
	701 [ADSW]	01:06PM	04:26PM	3.5000000		
08/22/2025 Fri	701 [ADSW]	07:49AM	09:02AM	1.2500000		1.25

**Summary - AD005 [RINIKER, MARJORIE]**

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									36.00
3 [SICK]									28.00
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	37.25		37.25					
<b>TOTALS</b>		<b>37.25</b>		<b>37.25</b>					<b>72.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

*Marjorie Riniker*  
Employee Signature

x *Kai L. Phelan*  
Supervisor Signature

Week of Aug 18 – Aug 22

Monday -

- Utility bills (.75 hr)
- Customer help – phone tax search
- invoicing
- FB posting / event set ups

Tuesday - TRAINING

Wednesday -

- Utility work (.5 hr)
- invoicing
- FB event posts

Thurs –

- Utility work (.75)
- FB Posting
- Helped library ladies move/organize
- Invoicing
- Flier in Canva

Fri –

- Utility work (1 hr)

Report Date: 08/25/2025

08/18/2025 - 08/24/2025 [7 days]

Report Time: 9:30:47 AM

<b>PW003 [JOHNSON, HARRY]</b>					
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
08/18/2025 Mon	401 [STW]	08:04AM	12:05PM	4.0000000		4.00
08/19/2025 Tue	401 [STW]	07:59AM	12:04PM	4.0000000		4.00
08/20/2025 Wed	401 [STW]	08:02AM	12:00PM	4.0000000		4.00
08/21/2025 Thu	401 [STW]	08:01AM	01:02PM	5.0000000		5.00
08/22/2025 Fri	401 [STW]	07:58AM	12:44PM	4.7500000		4.75

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]	21.75		21.75					
<b>TOTALS</b>		<b>21.75</b>		<b>21.75</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*  
Employee Signature

x *[Signature]*  
Supervisor Signature

Mon 8/18 Replaced Flush Valve on toilet in women's bathroom  
Moped floor

Tue 8/19 cleaned south entrance at RCC, worked at RCC

Wed 8/20 Mowed part of Park, Volley ball area, green, across from  
Badger Mart, Village shop

Thurs 8/21 Mowed west end of Town, across from church, ball  
field, part of park, RCC lawn

Fri 8/22 Mowed along AHH, Play ground, dragged both ball fields

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

Item 5.

Report Date: 08/25/2025

08/18/2025 - 08/24/2025 [7 days]

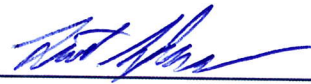
Report Time: 9:30:47 AM

<b>PW007 [LARKINS, LAMONT]</b>					
Employee ID	PW007	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	LARKINS	First Name	LAMONT

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/18/2025 Mon	301 [SEW]	05:55AM	11:31AM	5.5000000		8.00
	301 [SEW]	12:02PM	02:32PM	2.5000000		
08/19/2025 Tue	301 [SEW]	05:58AM	11:30AM	5.5000000		8.00
	301 [SEW]	12:02PM	02:31PM	2.5000000		
08/20/2025 Wed	301 [SEW]	05:59AM	11:55AM	6.0000000		8.25
	301 [SEW]	12:26PM	02:41PM	2.2500000		
08/21/2025 Thu	301 [SEW]	05:57AM	11:50AM	5.7500000		8.00
	301 [SEW]	12:18PM	02:35PM	2.2500000		
08/22/2025 Fri	301 [SEW]	06:39AM	11:44AM	5.0000000		8.00
	301 [SEW]	12:14PM	03:12PM	2.7500000	0.2500000	

Summary - PW007 [LARKINS, LAMONT]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]									4.00
301 [SEW]	1[UNUSED]	40.00	0.25	40.25					
<b>TOTALS</b>		<b>40.00</b>	<b>0.25</b>	<b>40.25</b>					<b>4.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X \_\_\_\_\_

Supervisor Signature

**Lamont Larkins**

**Weekly Work Log August 18-August 22**

**Monday 08/18/2025:**

Water Daily Operations – 2 hours

Sewer Daily Operations, removed railing old headworks - 6 hours

**Tuesday 08/19/2025:**

Water Daily Operations, Changed water meter – 2 hours

Sewer Daily Operations, clearing dump area - 6 hours

**Wednesday 08/20/2025:**

Water Daily Operations locate– 3 hours

Sewer Daily Operations locate -5 hours

**Thursday 08/21/2025**

Water Daily Operations locate-4 hours

Sewer Daily Operations locate -4 hours

**Friday 08/22/2025:**

Water Daily Operations, locate – 4 hours

Sewer Daily Operations locate

Weekly Cleaning sewer plant-4 hours

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

Item 5.

Report Date: 08/25/2025

08/18/2025 - 08/24/2025 [7 days]

Report Time: 9:30:47 AM

<b>SP004 [MECKLEY, KEVIN]</b>			
Employee ID	SP004	DEPT(G2)	ST
Pay Type	3	Last Name	MECKLEY
Pay Policy	400	First Name	KEVIN

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/18/2025 Mon	401 [STW]	06:59AM	12:00PM	5.0000000		8.00
	401 [STW]	12:30PM	03:30PM	3.0000000		
08/19/2025 Tue	401 [STW]	06:59AM	12:30PM	5.5000000		8.00
	401 [STW]	01:00PM	03:30PM	2.5000000		
08/20/2025 Wed	401 [STW]	07:00AM	11:45AM	4.7500000		8.00
	401 [STW]	12:14PM	03:30PM	3.2500000		
08/21/2025 Thu	401 [STW]	06:59AM	12:00PM	5.0000000		8.00
	401 [STW]	12:28PM	03:30PM	3.0000000		
08/22/2025 Fri	401 [STW]	07:00AM	12:15PM	5.2500000		8.00
	401 [STW]	12:45PM	03:30PM	2.7500000		
08/23/2025 Sat	301 [SEW]	06:36AM	08:36AM*		2.0000000	2.00
08/24/2025 Sun	601 [WAW]	07:49AM	09:49AM*		2.0000000	2.00

Summary - SP004 [MECKLEY, KEVIN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									56.00
3 [SICK]									28.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]		2.00	2.00					
401 [STW]	1[UNUSED]	40.00		40.00					
601 [WAW]	1[UNUSED]		2.00	2.00					
<b>TOTALS</b>		<b>40.00</b>	<b>4.00</b>	<b>44.00</b>					<b>92.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Monday August 18th 2025

Hauled brush – 2 hours

Helped remove rail at treatment plant – 2 hours

Worked in the shop – 4 hours

Tuesday August 19th 2025

Picked up memorial bricks – 5 hours

Mowed – 3 hours

Wednesday August 20th 2025

Hauled brush – 1 hour

Weed whacked – 4 hours

Mowed – 3 hours

Thursday August 21st 2025

Greased and cleaned mower – 2 hours

Weed whacked – 2 hours

Sprayed weeds – 2 hours

Mowed – 2 hours

Friday August 22nd 2025

Cleaned park bathrooms – 3 hours

Sprayed weeds – 2 hours

Mowed – 3 hours

Saturday August 23<sup>rd</sup> 2025

Weekend rounds – 2 hours

Sunday August 24<sup>th</sup> 2025

Weekend rounds – 2 hours

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

Item 5.

Report Date: 09/02/2025

08/25/2025 - 08/31/2025 [7 days]

Report Time: 8:39:58 AM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/25/2025 Mon	514 [CV]			4.0000000		8.00
	504 [TRV]			4.0000000		
08/26/2025 Tue	514 [CV]			0.2500000		7.50
	501 [TRW]	08:01AM	11:43AM	3.7500000		
08/27/2025 Wed	501 [TRW]	03:45PM*	07:21PM*	3.5000000		8.00
	504 [TRV]			2.5000000		
08/28/2025 Thu	501 [TRW]	09:37AM	12:36PM	3.0000000		8.00
	514 [CV]			2.5000000		
	504 [TRV]			2.2500000		
08/29/2025 Fri	501 [TRW]	10:01AM*	01:35PM	3.5000000		8.00
	514 [CV]			2.2500000		
08/29/2025 Fri	501 [TRW]	08:02AM	11:34AM	3.5000000		3.50
08/30/2025 Sat	605 [WADW]	05:30PM*	07:30PM*	2.0000000		2.00

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					80.75		17.75		63.00
3 [SICK]									54.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	17.25		17.25					
504 [TRV]	1[UNUSED]	8.75		8.75					
514 [CV]	1[UNUSED]	9.00		9.00					
605 [WADW]	1[UNUSED]	2.00		2.00					
<b>TOTALS</b>		<b>37.00</b>		<b>37.00</b>	<b>80.75</b>		<b>17.75</b>		<b>125.75</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Lori L. Phelan

Employee Signature

X \_\_\_\_\_

Supervisor Signature

Lori Phelan

Time Distribution Work Log Week of Aug 25-31, 2025

**Monday 8/25** Vacation 8 hrs

**Tuesday 8/26**

- Clerk
  - Emails
  - SAL to title company
  - Send final read to title company
  - Finance comm mtg

**Wednesday 8/27** Vacation 5 hrs

- Treasurer (2 hrs)
  - Remote Deposit
  - ACH payments
  - Credit card transactions
  - Concession stand drawer
- Clerk (15 min)
  - Draft meeting minutes
- Utility (45 min)
  - Fix customer payment

**Thursday 8/28** Vacation 4.5 hr

- Treasurer (1 hr)
  - Farmers Market Grant issues
- Clerk (2.5 hr)
  - Timesheet allocations
  - Draft/publish 08.26.2025 meeting minutes
  - Prepare 09.02.2025 Finance Committee Meeting agenda/draft minutes

**Friday 8/29**

- Clerk
  - Post and publish Finance Committee Meeting Agenda
  - Board Meeting Agenda
  - Update PSC rate information
- Treasurer
  - ACH payments

**Saturday 8/30**

- Utility-Alarm dialer call, checked tower for overflow, checked SCADA appeared to be alarm at Well #1.

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

Item 5.

Report Date: 09/02/2025

08/25/2025 - 08/31/2025 [7 days]

Report Time: 8:39:59 AM

AD005 [RINIKER, MARJORIE]			
Employee ID	AD005	DEPT(G2)	AD
Pay Type	3	Last Name	RINIKER
Pay Policy	700	First Name	MARJORIE

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/25/2025 Mon	701 [ADSW]	07:58AM	12:33PM	4.5000000		8.00
	701 [ADSW]	01:03PM	04:31PM	3.5000000		
08/26/2025 Tue	701 [ADSW]	07:46AM	12:59PM	5.2500000		9.25
	701 [ADSW]	01:35PM	04:32PM	3.0000000		
	701 [ADSW]	06:09PM	07:09PM	1.0000000		
08/27/2025 Wed	701 [ADSW]	07:48AM	04:28PM	8.7500000		8.75
08/28/2025 Thu	701 [ADSW]	07:57AM	01:55PM	6.0000000		7.50
	701 [ADSW]	02:59PM	04:29PM	1.5000000		
08/29/2025 Fri	701 [ADSW]	07:55AM	12:02PM	4.0000000		4.00

Summary - AD005 [RINIKER, MARJORIE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									36.00
3 [SICK]									28.00
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	37.50		37.50					
<b>TOTALS</b>		<b>37.50</b>		<b>37.50</b>					<b>72.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Magg Riniker  
Employee Signature

x Lai D. Ph...  
Supervisor Signature

Marj Riniker

Week of **8/25/2025**

	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
<b>Admin/Deputy</b>						
Licences		0.25				0.25
Invoices	2.5	2	0.5	1.5	0.5	7
Library/Comm Ctr	0.5	1	0.5	0.5	1.5	4
Socials	1.5	0.5	0.25	1	1	4.25
Misc office work (filing/copies/phone/Cus t Asst)	1.5	0.5	0.5	1	0.75	4.25
meetings/prep		1				1
Property tax						0
Elections						
	<u>6.0</u>	<u>5.25</u>	<u>1.75</u>	<u>4.0</u>	<u>3.75</u>	
				<b>Admin/Deputy Totals</b>		<b>20.75</b>
<b>Park/Rec</b>						
Event planning						0
Meetings/prep		1	0.5	0.5	0.25	2.25
Socials	1	1	0.5			2.5
creating graphics						0
	<u>1</u>	<u>2</u>	<u>1</u>	<u>.5</u>	<u>.25</u>	
				<b>Park/Rec Totals</b>		<b>4.75</b>
<b>Utility</b>						
Billing	0.5	1	2	1		4.5
Online	0.5	1	2	1		4.5
Cash						3
	<u>1</u>	<u>2</u>	<u>2</u>	<u>1</u>		
			<u>6</u>	<u>3</u>		
			<b>Utility Totals</b>			<b>12</b>
Daily totals	8	9.25	8.75	7.5	4	
				<b>Total hours</b>		<b>37.5</b>

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

Item 5.

Report Date: 09/02/2025

08/25/2025 - 08/31/2025 [7 days]

Report Time: 8:39:59 AM

#### PW003 [JOHNSON, HARRY]

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

#### Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/27/2025 Wed	401 [STW]	08:06AM	12:49PM	4.7500000		4.75
08/28/2025 Thu	401 [STW]	08:05AM	12:36PM	4.5000000		4.50
08/29/2025 Fri	401 [STW]	08:03AM	12:32PM	4.5000000		4.50

#### 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]	13.75		13.75					
<b>TOTALS</b>		<b>13.75</b>		<b>13.75</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*  
 Employee Signature

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

Wed 8/27 cleaned toilets at RCC, mowed ball behind RCC  
 at park, pitches on HHH, well #1, fire station  
 Thurs 8/28 worked at RCC, dragged both ball fields, mowed behind RCC  
 Fri 8/29 mowed well #2 lawn, along HHH, small ball field, lot of  
 RCC

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

Item 5.

Report Date: 09/02/2025

08/25/2025 - 08/31/2025 [7 days]

Report Time: 8:39:59 AM

**PW007 [LARKINS, LAMONT]**

Employee ID	PW007	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	LARKINS	First Name	LAMONT

**Time Card**

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/25/2025 Mon	301 [SEW]	06:04AM	11:30AM	5.5000000		8.00
	301 [SEW]	12:00PM	02:35PM	2.5000000		
08/26/2025 Tue	301 [SEW]	05:59AM	11:50AM	5.7500000		11.00
	301 [SEW]	12:20PM	05:30PM*	5.2500000		
08/27/2025 Wed	301 [SEW]	06:09AM	11:45AM	5.5000000		8.00
	301 [SEW]	12:15PM	02:40PM	2.5000000		
08/28/2025 Thu	301 [SEW]	06:11AM	11:52AM	5.5000000		7.75
	301 [SEW]	12:23PM	02:42PM	2.2500000		
08/29/2025 Fri	301 [SEW]	06:00AM	12:00PM	5.2500000	0.7500000	6.00

**Summary - PW007 [LARKINS, LAMONT]**

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]									4.00
301 [SEW]	1[UNUSED]	40.00	0.75	40.75					
<b>TOTALS</b>		<b>40.00</b>	<b>0.75</b>	<b>40.75</b>					<b>4.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X \_\_\_\_\_

Supervisor Signature

**Lamont Larkins**

**Weekly Work Log August 25-August 29**

**Monday 08/25/2025:**

Water Daily Operations, locates- 4 hours

Sewer Daily Operations, locates, - 4 hours

**Tuesday 08/26/2025:**

Water Daily Operations, locates, employee review – 5 hours

Sewer Daily Operations, locates, emor, employee review - 4 hours

**Wednesday 08/27/2025:**

Water Daily Operations, locate- 3 hours

Sewer Daily Operations, emor, locate -5 hours

**Thursday 08/28/2025**

Water Daily Operations -2 hours

Sewer Daily Operations cleaning sewer plant -6 hours

**Friday 08/29/2025:**

Water Daily Operations – 2 hours

Sewer Daily Operations

Weekly Cleaning sewer plant-4 hours

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

Item 5.

Report Date: 09/02/2025

08/25/2025 - 08/31/2025 [7 days]

Report Time: 8:39:59 AM

<b>SP004 [MECKLEY, KEVIN]</b>			
Employee ID	SP004	DEPT(G2)	ST
Pay Type	3	Last Name	MECKLEY
Pay Policy	400	First Name	KEVIN

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/25/2025 Mon	401 [STW]	06:59AM	11:45AM	4.7500000		8.00
	401 [STW]	12:13PM	03:30PM	3.2500000		
08/26/2025 Tue	401 [STW]	06:59AM	12:00PM	5.0000000		8.00
	401 [STW]	12:29PM	03:29PM	3.0000000		
08/27/2025 Wed	401 [STW]	06:59AM	11:59AM	5.0000000		8.00
	401 [STW]	12:28PM	03:29PM	3.0000000		
08/28/2025 Thu	401 [STW]	06:59AM	12:00PM	5.0000000		8.00
	401 [STW]	12:30PM	03:30PM	3.0000000		
08/29/2025 Fri	401 [STW]	06:59AM	12:00PM	5.0000000		7.50
	401 [STW]	12:29PM	03:00PM	2.5000000		
08/30/2025 Sat	301 [SEW]	09:22AM	11:22AM*	0.5000000	1.5000000	2.00
08/31/2025 Sun	601 [WAW]	07:01AM	09:01AM*		2.0000000	2.00

Summary - SP004 [MECKLEY, KEVIN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									56.00
3 [SICK]									28.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	0.50	1.50	2.00					
401 [STW]	1[UNUSED]	39.50		39.50					
601 [WAW]	1[UNUSED]		2.00	2.00					
<b>TOTALS</b>		<b>40.00</b>	<b>3.50</b>	<b>43.50</b>					<b>92.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Monday August 25th 2025

Hauled brush – 2 hours

Fixed mower tire and deck – 2 hours

Mowed – 4 hours

Tuesday August 26th 2025

Changed garbage at the park – 1 hour

Meter reading – 2 hours

Mowed – 5 hours

Wednesday August 27th 2025

Cleaned garden debris out of dumpster at CC – 1 hour

Checked filters on AC units on CC roof 2 hours

Weed whacked – 3 hours

Sprayed weeds – 2 hours

Thursday August 28th 2025

Hauled brush – 2 hours

Weed whacked – 3 hours

Mowed – 3 hours

Friday August 29th 2025

Worked at treatment plant – 3 hours

Cleaned park bathrooms – 3 hours

Mowed – 2 hours

Saturday August 30th 2025

Weekend rounds – 2 hours

Sunday August 31st 2025

Weekend rounds – 2 hours

9/04/2025 11:24 AM

Treasurer's Report  
All Banks  
8/01/2025 Thru: 8/31/2025

Page: 1  
ACCT

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7/31/2025 Balance:	1,483,245.79
Checks:	-113,204.82
Receipts:	53,176.66
Other Cash Transactions:	0.00
8/31/2025 Balance:	1,423,217.63

9/04/2025 11:24 AM

Treasurer's Report

Page: 2

All Banks

ACCT

8/01/2025 Thru: 8/31/2025

Post Date	Type	Trans ID	Description	Amount
8/01/2025	JE	GEN-2180	Entry to record Aug 2025 hydrant rental	-6,015.00
8/01/2025	JE	WAT-1538	Entry to record WF Aug 2025 monthly entries	6,015.00
				-----
			Others Cash Transactions:	0.00

9/04/2025 11:25 AM

Treasurer's Report  
1-POOLED CHECKING ACCOUNT \*\*0307  
8/01/2025 Thru: 8/31/2025

Page: 1  
ACCT

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7/31/2025 Balance:	359,158.82
Checks:	-113,160.44
Receipts:	50,104.23
Other Cash Transactions:	0.00
8/31/2025 Balance:	296,102.61

9/04/2025 11:25 AM

Treasurer's Report  
1-POOLED CHECKING ACCOUNT \*\*0307  
8/01/2025 Thru: 8/31/2025

Page: 2  
ACCT

Post Date	Type	Trans ID	Description	Amount
8/01/2025	JE	GEN-2180	Entry to record Aug 2025 hydrant rental	-6,015.00
8/01/2025	JE	WAT-1538	Entry to record WF Aug 2025 monthly entries	6,015.00
				-----
			Others Cash Transactions:	0.00

9/04/2025 11:27 AM

Treasurer's Report  
2-GENERAL FUND MM \*\*0753  
8/01/2025 Thru: 8/31/2025

Page: 1  
ACCT

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7/31/2025 Balance:	833,260.24
Checks:	0.00
Receipts:	2,601.83
Other Cash Transactions:	0.00
8/31/2025 Balance:	835,862.07

9/04/2025 11:28 AM

Treasurer's Report  
4-SEWER DNR EQUIP REPLACEMENT FUND \*\*1692  
8/01/2025 Thru: 8/31/2025

Page: 1  
ACCT

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7/31/2025 Balance:	93,777.06
Checks:	0.00
Receipts:	292.82
Other Cash Transactions:	0.00
8/31/2025 Balance:	94,069.88

9/04/2025 11:28 AM

Treasurer's Report  
5-WATER MM ACCOUNT \*\*1801  
8/01/2025 Thru: 8/31/2025

Page: 1  
ACCT

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7/31/2025 Balance:	88,368.88
Checks:	0.00
Receipts:	104.61
Other Cash Transactions:	0.00
8/31/2025 Balance:	88,473.49

9/04/2025 11:29 AM

Treasurer's Report  
7-Comm Dev BG GRANT \*\*0767  
8/01/2025 Thru: 8/31/2025

Page: 1  
ACCT

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7/31/2025 Balance:	0.00
Checks:	0.00
Receipts:	0.00
Other Cash Transactions:	0.00
8/31/2025 Balance:	0.00

9/04/2025 11:29 AM

Treasurer's Report  
8-CDBG MATCHING FUNDS \*\*0783  
8/01/2025 Thru: 8/31/2025

Page: 1  
ACCT

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7/31/2025 Balance:	0.00
Checks:	0.00
Receipts:	0.00
Other Cash Transactions:	0.00
8/31/2025 Balance:	0.00

9/04/2025 11:30 AM

Treasurer's Report  
9-RD SEW REPL FUND \*\*0804  
8/01/2025 Thru: 8/31/2025

Page: 1  
ACCT

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7/31/2025 Balance:	45,206.88
Checks:	0.00
Receipts:	26.94
Other Cash Transactions:	0.00
8/31/2025 Balance:	45,233.82

9/04/2025 11:30 AM

Treasurer's Report  
99-HOLIDAY HELPER\*\*1815  
8/01/2025 Thru: 8/31/2025

Page: 1  
ACCT

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7/31/2025 Balance:	24,818.87
Checks:	0.00
Receipts:	0.00
Other Cash Transactions:	0.00
8/31/2025 Balance:	24,818.87

9/04/2025 11:31 AM

Treasurer's Report  
999-2018 SDWL DEBT SVC \*\*1807  
8/01/2025 Thru: 8/31/2025

Page: 1  
ACCT

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7/31/2025 Balance:	39,048.81
Checks:	0.00
Receipts:	46.23
Other Cash Transactions:	0.00
8/31/2025 Balance:	39,095.04

## HeyGov August summary

1 message

HeyGov <heygov@heygov.com>  
To: clerk@ridgewaywi.gov

Tue, Sep 2, 2025 at 8:03 AM



### August report for Village of Ridgeway

From our calculations, HeyGov saved you 5 hours and handled \$7,474.26 in payments during the month of August, 2025.

#### HeyGov Pay

**\$7,474.26** ↗ 11% from previous month

- \$19.00 from licenses & permits (1)
- \$7,455.26 from utility billing (47 payments)

[View all payments details](#)

[Export payments report](#)

#### Licenses & Permits

### 1 submissions

Dog License - 1 submission

E-BILL RELEASE FORM - 0 submissions

Residential Customer Deferred Payment Agreement - 0 submissions

[View all submissions](#)

#### Online reservations

[0 venue reservations received](#)

SEPTEMBER

18

# 2025 MTAW Virtual Fall Conference

8:30 AM CT



Item 5.

Thank you for registering Lori Phelan!

Add To Calendar ▼

Contact Support

DONE

## MY AGENDA

## SESSION REGISTRATION

Filter by ▼

**Comprehensive HR Essentials: From Recruitment to Compliance** ▼

09/18/2025, 8:30 AM - 10:30 AM CT

Add To Calendar ▼

The video stream will start on Sep 18, 8:30 AM.

**Mastering the Tax Roll: From Basics to Beyond (Choose One AM Session)** ▼

09/18/2025, 10:45 AM - 12:00 PM CT

Add To Calendar ▼

The video stream will start on Sep 18, 10:45 AM.

**Mastering Municipal Budgeting: Advanced Practices for Treasurers (Choose One PM Session)** ▼

09/18/2025, 1:00 PM - 2:00 PM CT

Add To Calendar ▼

Item 5.

The video stream will start on Sep 18, 1:00 PM.

### **Harnessing AI for Financial Efficiency** ▼

09/18/2025, 2:15 PM - 4:15 PM CT

Add To Calendar ▼

The video stream will start on Sep 18, 2:15 PM.

### **CT Form Preparation for Towns: A Guide for Treasurers (Choose One AM Session)** ▼

09/19/2025, 9:00 AM - 10:00 AM CT

Add To Calendar ▼

The video stream will start on Sep 19, 9:00 AM.

### **Year-End Responsibilities for Treasurers: Ensuring Financial Accuracy/Compliance** ▼

09/19/2025, 10:15 AM - 12:00 PM CT

Add To Calendar ▼

The video stream will start on Sep 19, 10:15 AM.

# RESOLUTION NO. 2025-05

## RESOLUTION AUTHORIZING THE DIRECT CHARGE OF PUBLIC FIRE PROTECTION

WHEREAS, The Village of Ridgeway, Iowa County, Wisconsin (the "Municipality") owns and operates the Water Utility (the "utility") as a public utility; and

WHEREAS, the municipality provides public fire protection for the benefit of the public health, safety, and well-being of its residents; and

WHEREAS, the Utility is authorized by the Wisconsin Public Service Commission to recover the cost of providing and maintaining fire hydrants use for public fire protection: and

WHEREAS, the Municipality has determined it is in the public interest to change the manner in which public fire protection charges are paid for combination of the municipal charge (via tax roll) basis and direct charge on water bills, based on equivalent meter size basis, thus, allowing for the collection of public fire protection charges from property owners not presently subject to property taxes; and

WHEREAS, \$65,750 of Public Fire Protection Charges shall be a direct charge on water utility bills and the remaining balance of Public Fire Protection Charges shall remain on the tax roll. The Wisconsin Public Service Commission cost of service study results tentatively indicate a total public fire protection charge of \$111,748; and

WHEREAS, in accordance with Wis. Stat. Sec. 196.03(3)(b), the Municipality has chosen to have the Utility bill a specific dollar amount for public fire protection for all General and Non-General Customers;

NOW, THEREFORE, BE IT RESOLVED, that the new basis for public fire protection shall be \$111,748, which includes \$65,750 which will be collected through direct charge on monthly utility bills for public fire protection based on equivalent meter basis and the remaining current balance of \$45,478 to continue being placed on the tax roll; and

BE IT ALSO RESOLVED, that this charge shall be effective the latter of September 11, 2025 or upon review and approval by the Public Service Commission of the State of Wisconsin.

Effective Date. This Resolution shall take effect immediately upon its adoption and approval.

Dated this 9th day of September, 2025



By: \_\_\_\_\_  
Bradley Butler, President

By: \_\_\_\_\_  
Lori Phelan, Clerk/Treasurer



RECEIVED  
JUL 24 2025  
Village of Ridgeway

July 23, 2025

Attn: Lori Phelan

**RE: Connect Communities Agreement #AL3827 between the Wisconsin Economic Development Corporation (“WEDC”) and Village of Ridgeway (“Local Organization”).**

Dear Lori Phelan:

Congratulations! WEDC has determined that the Village of Ridgeway, your Local Organization, is eligible to participate in the Connect Communities Program from July 1, 2025, to June 30, 2026. By signing and returning this letter agreement to the WEDC and paying the participation fee outlined below, the Local Organization agrees to the following terms.

As a participant in the Connect Communities Program, the Local Organization shall:

- Pay WEDC the annual participation fee of Two Hundred Dollars (\$200);
- Actively participate in the Connect Communities Program, by attending a minimum of Two (2) training opportunities offered by WEDC during the year; and
- Submit an annual performance report as required by WEDC, in such form as required by WEDC.

WEDC shall provide the following services to the Local Organization:

- Designate staff to liaise with the Local Organization;
- Provide an on-line communication tool for participants in the Connect Communities Program; and
- Plan and implement workshops and training sessions on downtown revitalization topics based on the needs of the Connect Communities and Wisconsin Main Street program participants.

This letter agreement will take effect when WEDC receives both the Two Hundred Dollar (\$200) participation fee and this letter agreement, signed, by the Local Organization.

Sincerely,

\_\_\_\_\_  
Melissa L. Hughes,  
Secretary and CEO

**ACKNOWLEDGED & AGREED TO BY:**

By: \_\_\_\_\_  
Bradley Butler,  
Village President

\_\_\_\_\_ Date

By signing this agreement, the signer attests that he/she is fully authorized to execute and deliver this letter agreement on behalf of the Local Organization.



**INVOICE**

**Wisconsin Economic Development Corporation**

2352 South Park St, Ste 303  
Madison, WI 53713

finance@wedc.org

INVOICE #: **INV-008405**

DATE: 07/23/2025

DUE DATE: 08/23/2025

TOTAL AMOUNT: \$200.00

TOTAL DUE: \$200.00

**BILL TO:** Ridgeway, Village of  
208 Jarvis Street, Suite A  
Ridgeway, WI 53582

DESCRIPTION / MEMO	AMOUNT
Connect Communities FY26 Participation Fee	\$200.00
<b>TOTAL AMOUNT:</b>	<b>\$200.00</b>

**PAYMENT DETAILS:**

Customer ID - Name: C-00001202 - Ridgeway, Village of  
Invoice #: INV-008405

**CHECK REMIT TO:**

Wisconsin Economic Development Corporation  
P.O. Box 78229  
Milwaukee, WI 53278-0229

**ACH INFORMATION:**

Routing Number: 075000022  
Account Number: 182380519419

**TO PAY ONLINE, GO TO**

<https://app02.us.bill.com/p/wisconsineconomicdevelopmentcorporation>

**RECEIVED**  
JUL 24 2025  
Village of Ridgeway

**RE: Questions**

1 message

**Errin Welty** <errin.welty@wedc.org>

Fri, Aug 15, 2025 at 9:19 AM

To: clerk &lt;clerk@ridgewaywi.gov&gt;

Cc: adminservices &lt;adminservices@ridgewaywi.gov&gt;

Good questions.

1. Yes, just the connect communities program.
2. Yes, the Village would certainly be eligible to apply for additional programs through WEDC – programs participating in Connect Communities tend to be well positioned to apply for our other grants.
3. It looks like individuals from Ridgeway attended four different training events last year (free of charge) as part of the program. It doesn't look like we provided any direct assistance last year (though I know in years past staff have provided resources on park planning, business recruitment, building rehab, etc.). The overview of services available to you (whether or not you used them this year), is attached.
4. Yes, communities often return to the program if they leave due to capacity issues.

Hope this helps, happy to orient new staff to the program if that would be helpful. Let me know if you have further questions.

Errin Welty, CEcD, EDFP

Senior Downtown Development Director

**Wisconsin Economic Development Corporation**

errin.welty@wedc.org



+1.608.210.6832

**From:** Lori Phelan <clerk@ridgewaywi.gov>**Sent:** Thursday, August 14, 2025 12:04 PM**To:** Errin Welty <errin.welty@wedc.org>**Cc:** adminservices <adminservices@ridgewaywi.gov>**Subject:** Questions

Hi Errin,

We have been talking about the agreement for the Connect Communities and have some questions since we have had change staff who need to learn and be trained, learn the office processes and procedures, statutory requirements and many other tasks we encounter.

1. Does this agreement only relate to the Connect Communities Program?
2. Would the Village still be able to apply for other grants through WEDC, such as Vibrant Spaces?
3. The board asked that we are provided with what we are actually receiving by being part of this.
4. If we opt not to renew at this time, can we come back at a later time?

Item 12.

## Lori Phelan

### *Clerk/Treasurer*

208 Jarvis St., Suite A, Ridgeway, WI 53582

[www.ridgewaywi.gov](http://www.ridgewaywi.gov)

Office Phone: 608-924-5881

Cell Phone: 608-574-1797

\_\_\_\_\_

### **Upcoming 2026 Elections**

02/17/26- February Primary (if needed)

04/07/26- Spring Election

08/11/26- Partisan Primary Election

11/03/26- Partisan General Election



**Connect Communities Services Overview.pdf**

141K

# Village of Ridgeway

## Electronic Device/~~Chrome Book~~ Usage Policy

### A. Background. The standards set forth herein for use of ~~Chrome Books~~Electronic Devices provided by the Village of Ridgeway are based on the following premises:

1. Electronic resources have become an invaluable asset that must be protected.
2. Chrome Books or laptops are provided to the Village Clerk, Village Staff and Village Board members to establish a secure, reliable, maintainable, and supportable method of communicating information to and from Village Board members.
3. Unless specifically exempt, information stored in any automated format is considered to be a public record. The user of an Chrome Book~~electronic~~ will be the custodian of the stored information, and must take reasonable steps to maintain and preserve the stored information so that the Village can make the information available when requested in accordance with the provisions of Wis. Stat. § 19.21.
4. Devices that have not been properly licensed are illegal, and the penalties are severe.
5. Incidental personal use by members of the Village Board, in accordance with this Policy, is permissible.

### B. Interpretation.

1. This Policy does not cover employee-owned ~~Chrome Books~~devices being used for Village work. However, employee-owned ~~Chrome Books~~devices will be stand-alone and will not be permanently connected to the Village network.
2. This Policy shall not be construed in a manner that causes it to conflict with any other State or Federal law or any Village ordinance.
3. Authorized Village Staff shall mean the Village Clerk-Treas., Village President and Village Trustees, collectively.

### C. General Use

1. One Chrome Book will be assigned to each Village Board member and the Clerk-Treasurer. Each Chrome Book shall be labeled to the user to ensure that it is consistently provided to, and used by, the same user.
2. All Chrome Books assigned to Village Board members for their term of office, remain the property of the Village of Ridgeway and shall be surrendered to the Village Clerk-Treasurer upon termination of such member's office or upon request by the Village Board.
3. The Chrome Book assigned to the Clerk-Treasurer for the time employed, remains property of the Village of Ridgeway and shall be surrendered upon termination.
- ~~4. Information pertaining to one or more scheduled meetings (i.e. meeting "packets") shall be regularly transferred to Village-owned Chrome Books.~~
- ~~5.4.~~ Upon receipt from the Village Clerk-Treasurer's office, Village Board members shall be individually responsible for viewing the meeting's packet in Municode and to review their packet in advance of the scheduled meeting.
- ~~6.5.~~ All electronic data, communications, and information, including information transmitted or stored on the electronic systems of the Village, remain the property of the Village.
- ~~7.6.~~ The Village retains the right to access, inspect, monitor, and/or disclose any data stored on any ~~Chrome Book~~device owned by the Village, whether transmitted or received via electronic information systems (including information downloaded from the Internet or received or sent via e-mail), media of any kind, and/or any other means of data input.
- ~~8.7.~~ Information stored, saved, or maintained on a Village ~~Chrome Book~~device is considered public information and is therefore subject to public disclosure laws. Further, authorized Village Staff shall have access to Village ~~Chrome Books~~devices at any time so as to be able to inspect and monitor the material contained thereon.
- ~~9.8.~~ ~~Chrome Books~~Electronic devices may not be used for the transmission of data during any Village meeting.

~~10-9.~~ Chrome Books Village owned electronic devices may be used for transmission while being used at home to view the meeting's packet or for doing Village business.

~~11-10.~~ Assigned Chrome Books Village owned electronic devices shall be used in an appropriate and professional manner at all times. The use of language inappropriate to the work place is prohibited.

~~12-11.~~ Use of Village Chrome Books owned electronic devices for the creation of offensive messages or documents, including racial slurs or sexual slurs, obscene, vulgar, and other inappropriate language is strictly prohibited.

~~13-12.~~ Incidental Personal Use: Although occasional and limited personal use of Chrome Books Village owned electronic devices is tolerated, subject to the limitations, conditions, and regulations contained in this Policy, assigned Chrome Books may not be used in any way that:

- i. Directly or indirectly interferes with Village operations of computing facilities or e-mail services.
- ii. Is contrary to or damages the Village's interest.
- iii. Results in any incremental costs to the Village.
- iv. Interferes with any Village officer or employee's work duties, performance, or other obligations to the Village.
  1. Any personal use shall be at the risk of the person engaging therein. The Village is not responsible or liable for the consequences. Such use shall be limited to individualized personal communications and not mass distribution of material. Use of computer resources for such incidental personal purposes is a privilege and can be withdrawn by the Village Board at any time.

**D. Prohibitions and Restrictions on Use. The use of any Village Chrome Book owned electronic device whether in-house or external, for any of the following purposes is strictly prohibited:**

1. To create or transmit material which is designed or likely to threaten, disturb, intimidate or otherwise annoy or offend another, including, but not limited to, broadcasting unsolicited messages or sending unwanted mail after being advised it is unwanted.
2. To create or transmit defamatory material.
3. To gain unauthorized access to facilities or services accessible by the Village network and intended to be used for official Village business or to use such facilities or services in an unauthorized manner.
4. To conduct business or engage in any "for profit" communications or activities.
5. To access, view or obtain any "adult entertainment," sexually explicit, pornographic or obscene material unless it is for work-related investigatory purposes and with the prior approval of the Village Board.
6. For political campaign purposes, including, but not limited to, using e-mail to circulate advertising for political candidates or relating to political campaign issues.
7. To gain commercial or personal profit or advantage, including, but not limited to, selling lists of names, addresses, telephone numbers, or other information generated from Village files.
8. To create or transmit material of an offensive nature, including racial slurs or sexual slurs, obscene, vulgar, and other inappropriate language
9. To represent oneself directly or indirectly as conducting Village business when using such equipment for incidental personal purposes.
10. For any purpose that would be a violation of any Village work rules, Village ordinance or State or Federal law, regulation, or order.

**E. Chrome Book Applications**

1. All systems running on Village Chrome Books owned electronic devices must be properly licensed.
2. The only applications allowed to be added Chrome Books are those in the Google Play Store.
3. Downloading any program on the Village Chrome Books is not allowed and unless it is in the Play Store it will not be able to be downloaded.

**F. Electronic Mail and Access to the World Wide Web and other Servers.**

1. Village ~~Chrome Books~~owned electronic devices are intended to be used to access to electronic mail (e-mail) or access the World Wide Web.
2. Transmission of any material in violation of U.S. or state laws or regulations is prohibited.
3. Use of wireless internet connections need to be used but should be done so with caution and should not be considered secure, unless there is definitive proof that it is a secure network. Extreme caution should be practiced when sending or receiving confidential or sensitive material.

**G. Security.**

1. Village Board members and staff will be expected to take reasonable precautions to protect any ~~Chrome Book~~village owned device assigned to them from damage, destruction, or theft. If damage, destruction or theft occur, due to negligence the ~~village board member~~individual will be responsible for replacement or repairs.
2. All passwords set up by the Village Clerk-Treasurer shall not be changed.
3. Village Board members are encouraged to take appropriate steps to protect the security of networks and files by the use of passwords and by taking all necessary steps to maintain the integrity of passwords. While the Village Clerk-Treasurer shall have the right to know all passwords, passwords should not otherwise be shared, nor should they be posted. Any suspected breach of security, damage, destruction, or theft of any Chrome Book owned by the Village should be reported to the Village Clerk-Treasurer as soon as possible.

**Adopted 1<sup>st</sup> of December, 2015**

**Amended to include all village owned electronic devices-August 12, 2025**