



RIDGEWAY

BOARD OF TRUSTEES MEETING-AMENDED AGENDA

January 13, 2026 at 7:00 PM

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

CALL TO ORDER AND ROLL CALL

CONFIRMATION OF OPEN MEETING

PLEDGE OF ALLEGIANCE

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. Minutes to be Adopted:
12.04.2025 Board of Trustees Meeting
01.07.2026 Public Works, Safety and Health Committee Meeting
2. ACH Payments and General Fund Disbursements
3. Adoption of Agenda

ANNOUNCEMENTS, DEPARTMENT REPORTS, AND CORRESPONDENCE

4. President Messages
5. Clerk/Treasurer Report
6. Public Works, Streets and Parks Report
7. Marshal Report
8. Correspondence

OLD BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

9. Mark Doyle from Delta 3 Engineering for the Kirby Street Reconstruction – review and approve plans, specifications, and estimates.

NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

10. Public Work, Safety and Health Committee Recommendations
 1. Ordinance 5.03 Sidewalk Construction and Repair
 2. Records Management-Marshall's Office
 3. Handicap parking stall-607 Main Street

11. Marshal to discuss the sale of the rifle
12. Larkins and Butler-Leaking water under Main Street
- [13.](#) Rule Construction Proposal-Water Line Repair
14. Clerk Phelan-Workshop for Residents:
Subscribing to updates, news, notices.
Online payment portal.
Reporting issues and concerns to the Village.
- [15.](#) DRAFT Deferred Payment Agreement presented by Clerk Phelan
- [16.](#) DRAFT E-bill Enrollment Form shared by Clerk Phelan
- [17.](#) DRAFT Direct Pay Enrollment Form shared by Phelan
- [18.](#) Clerk Treasurer Institute-Lori and Marj

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

THE VILLAGE OF



RIDGEWAY

PUBLIC WORKS, SAFETY, AND HEALTH COMMITTEE MEETING MINUTES

January 07, 2026 at 6:30 PM

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

CALL TO ORDER AND ROLL CALL

Meeting called to order by Chair Niehaus at 6:31 pm.

PRESENT: Chair Cynthia Niehaus, Trustee Julene Garner, Marshal Gorham and Lori Phelan-Clerk/Treasurer. Absent: Trustee Ruth Nevins.

Also present from the Resident Communication: Justin Davis and Clay Mortenson. Absent: Garrett Rose, Phil Ward.

CONFIRMATION OF OPEN MEETING

Phelan confirmed this was a properly noticed meeting being posted on January 2, 2026 at the Ridgeway Community Center and on the Village website with notifications being sent to subscribers via email and/or text.

AGENDA

Motion by Garner to approve this meeting agenda, seconded by Niehaus. Motion carried.

ITEMS FOR CONSIDERATION AND ACTION

1. Discussion-Village Communication

Ideas shared and discussed by all:

Do not provide timelines as things can and do go wrong, causing delays.

How to enable and encourage residents to sign up as a website subscriber.

- *Insert in utility bills

- *QR Codes at Badger Market, Post Office and Senior Apartments

- *Workshop to share and assist with signing up

- *Have sign up information at the Concession Stand

- *Create a goals thermometer

2. Charter Ordinance-Marshall office

The Village attorney is working on drafting the ordinance. Will review at the next committee meeting, then take to the Board in May for recommendation and approval.

3. Records Management-Marshall Office

Motion by Garner to recommend to the board to archive records with OMNIGO at a cost of \$600.00, seconded by Niehaus. Motion carried.

4. Ordinance 5.03 Sidewalk Construction and Repair

Motion by Garner to recommend amending ordinance 5.03 to change new sidewalk construction to be paid 50% by abutting property owners, seconded by Niehaus. Motion carried.

5. Handicap Parking Stall-607 Main Street

Motion by Garner to move the handicapped parking stall near 607 Main Street to in front of the empty lot at the end of the block, by the handicapped cutout. Seconded by Niehaus. Motion carried.

ADJOURNMENT

Motion by Garner to adjourn, seconded by Niehaus. Motion carried. Adjourned at 8:38 p.m.

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

DRAFT

THE VILLAGE OF



RIDGEWAY

BOARD OF TRUSTEES MEETING MINUTES

December 04, 2025 at 6:30 PM

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

CALL TO ORDER AND ROLL CALL

2026 Budget Public Hearing and meeting called to order by President Butler at 6:30 pm.

PRESENT: President Bradley Butler, Trustee Kellee Venden, Trustee Cynthia Niehaus, Trustee Kayla Goebel, Trustee Julene Garner, Trustee Ruth Nevins, Trustee Steve Vosberg, Lamont Larkins-Director of Public Works, Kevin Meckley-Streets and Parks Superintendent, Michael Gorham-Marshal and Lori Phelan-Clerk/Treasurer.

CONFIRMATION OF OPEN MEETING

Phelan confirmed this hearing and meeting agenda was properly posted on December 2, 2025 at the Ridgeway Community Center and on the Village website with notices being sent via text and email.

PLEDGE OF ALLEGIANCE

The pledge was recited.

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.*

NONE

CONSENT AGENDA

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

1. Minutes to be Adopted:
 - November 11, 2025 Board of Trustees
 - November 24, 2025 Special Board of Trustees
2. ACH Payments and General Fund Disbursements

Pooled Checking Account Disbursements totaling \$101,683.58
 November Chase Credit Card Purchases \$906.55
 November Citibank Costco Credit Card Purchases \$400.52
 ACH Payment totaling \$44,502.95
 Payroll \$16,604.76

3. Adoption of Agenda

ANNOUNCEMENTS, DEPARTMENT REPORTS, AND CORRESPONDENCE

4. President Messages

No messages at this time.

5. Clerk/Treasurer Report

November and December financials will be provided at the January meeting.

Information has been sent to the county treasurer for tax bills and the Village Treasurer insert is ready.

First round of income surveys have been calculated. Door to door recommended for the next step.

6. Public Works, Streets and Parks Report

Kirby Street sidewalk-north side

Rule install new valve at Well and East Well Street December 10th. Phelan and Riniker to call affected residents in advance.

7. Marshal Report

Received and filed.

8. Correspondence

Faherty has been sold to Republic Services, effective January 10, 2026.

Letter from Town of Ridgeway for 2026 costs to maintain the cul-de-sac on Town Hall road that lies in village limits.

2026 BUDGET HEARING

9. 2026 Budget

Motion by **Niehaus**, seconded by **Vosberg** to open the public hearing for the 2026 budget at 6:54 pm. Motion carried.

Motion by **Venden**, seconded by **Nevins** to close the public hearing for the 2026 budget at 7:07 pm. Motion carried.

Motion by **Vosberg** to adopt the 2026 Budgets as presented seconded by **Goebel**. Motion carried

OLD BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

10. Sleep and Heavenly Peace Project

Room will be cleaned out 12/31/2025.

11. DRAFT Iowa County Sheriff Department Contract

Motion by **Vosberg**, to approve the Law Enforcement Services Agreement with the Iowa County Sheriff's Department, seconded by **Goebel**. Motion carried.

12. Amendment - Resolution 2025-05 Direct Charge Fire Protection

Motion by **Niehaus** to approve Amended Resolution 2025-06 with the remaining current balance to correctly state \$45,998, seconded by **Venden**. Phelan will submit the amended resolution to the PSC. Motion carried.

13. Public Works, Safety & Health Committee Meeting Date

Meeting set for January 6, 2026 at 6:30 pm.

14. Resident Working Group Nominations

Goebel nominated Garrett Rose, Butler nominated Phil Ward & Justin Davis, Venden nominated Clay Mortenson.

Motion by Niehaus to accept the nominations and reach out to see if they accept, seconded by Nevins. Motion carried.

Phelan to contact nominated individuals for confirmation of acceptance. Invite to join the Public Works, Safety and Health Committee meeting on January 6, 2026.

15. Resolution 2025-06 Authorizing Farmer's Savings Bank Annual Street Loan

Motion by **Nevins** to adopt resolution 2025-06 authorizing the annual loan with Farmer's Savings Bank in the amount of \$29,656 as approved in prior board meeting. Motion seconded by **Garner**. Motion carried.

NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

16. City of Dodgeville Park & Recreation-Financial Assistance Program

Discussion regarding the Financial Assistance Program ensued. Possibly provided this through the Village in which the scholarship could be offered to students participating in Barneveld and/or Dodgeville Recreation programs beginning in 2027.

Vosberg motioned to refer this to the Park & Recreation Commission for further discussion, seconded by **Venden**. Motion carried.

17. Quote - Triple J Services

Motion by **Niehaus** to accept the estimate for \$3,282.00 from Triple J Services for the well house located on Lorraine Court for the roof to be repaired in the spring 2026, seconded by **Garner**. Motion carried.

18. Foo Foo Dolls Contract - June 27, 2026

Motion by **Niehaus** to approve the contract with Foo Foo Dolls for \$3,500.00 for the Independence Day Celebration on June 27, 2026, seconded by **Nevins**. Motion carried.

19. Resolution 2025-07 Appointing Election Inspectors

Motion by **Vosberg** to adopt resolution 2025-07 for Ridgeway Election inspectors for the next two year cycle, seconded by **Niehaus**. Motion carried.

20. Authorization for payment of November invoices

Motion by **Nevins** to authorize payment of November invoices by the Village Treasurer received by December 9, 2025. Motion seconded by **Niehaus**. Motion carried.

ADJOURNMENT

Motion by **Venden** seconded by **Garner** to adjourn at 8:33 pm. Motion carried.

DRAFT

1/09/2026

9:40 AM

In Progress Checks - Quick Report - Regular

Page: 1

ALL Checks by Payee

ACCT

1-POOLED CHECKING ACCOUNT **0307

Dated From: 1/13/2026 From Account:
Thru: 1/13/2026 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	1/13/2026	AUTO VALUE	47.32
Previous Year Expense		INV#ID-711021454 dated 12/15/25	
	1/13/2026	B & C TRUCKING AND EXCAVATING, LLC	540.00
Previous Year Expense		11.19.2025 Well St work Kubota backhoe	
	1/13/2026	BADGER MARKET RIDGEWAY INC	1,052.09
Previous Year Expense		December 2025 Statement	
	1/13/2026	BADGER METER	142.11
Previous Year Expense		December 2025 Orion LTE/Hosting	
	1/13/2026	BAER INSURANCE SERVICES, INC	5,272.50
		LIAB AND AUTO INS 25-26 INV 9634	
	1/13/2026	BRUCE GARDINER APPRAISAL SERVICE, LLC	505.45
Previous Year Expense		Inv#970 12.26.25 Maint Cont Oct/Nov/Dec	
	1/13/2026	CIVICPLUS	2,400.00
		Municode Meetings 2026	
	1/13/2026	DELTA 3 ENGINEERING, INC.	9,226.50
Previous Year Expense			
	1/13/2026	DODGEVILLE CHRONICLE	176.00
Previous Year Expense		Holiday Helpers Event Newspaper Ad	
	1/13/2026	EHLERS	1,087.50
Previous Year Expense		Inv 99758 dated 11.12.2024	
	1/13/2026	FAHERTY, INC.	4,330.60
Previous Year Expense		INV 424320 Jan 2026	
	1/13/2026	GERBER LEISURE PRODUCTS, INC	7,385.00
Previous Year Expense		Inv #13017 12.17.2025	
	1/13/2026	HEYGOV	3,000.00
		Service & Support 11.19.25-11.19-26	
	1/13/2026	IOWA COUNTY HUMANE SOCIETY	500.00
		2026 Stray & Abandoned Contract	
	1/13/2026	JOHNSON BLOCK & CO INC	220.00
Previous Year Expense		Prof service & Muni acctng service/suprt	
	1/13/2026	KALSCHEUR IMPLEMENT CO., INC.	410.00
Previous Year Expense		Inv#W060205 dated 12.11.2025	
	1/13/2026	LV LABS WW,LLC	1,463.50
Previous Year Expense		INV 7295 DATED 01.06.2025	
	1/13/2026	MARTELLE WATER TREATMENT	514.80
Previous Year Expense		Sodium Hypochlorite Bulk Inv30684	
	1/13/2026	MIDWEST METER, INC.	29,754.00
Previous Year Expense		Inv0184404-IN for 87 meters	

1/09/2026

9:40 AM

In Progress Checks - Quick Report - Regular

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ALL Checks by Payee

ACCT

1-POOLED CHECKING ACCOUNT **0307

Dated From: 1/13/2026 From Account:
Thru: 1/13/2026 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	1/13/2026	PUBLIC SERVICE COMMISSION OF WISCONSIN Inv#2511-I-05090 2025 PFP	341.74 ①
Previous Year Expense			
	1/13/2026	RIDGEWAY FIRE DEPARTMENT First Draw 2026 Budget	28,975.00 ①
	1/13/2026	RIDGEWAY UTILITIES 299 Hughett St.	434.48 ①
Previous Year Expense			
	1/13/2026	RULE CONSTRUCTION, LTD. INV P25-33 Well St valve installation	13,750.00 ①
Previous Year Expense			
	1/13/2026	SANGOMA US INC. 01.01.2026 Inv 183675	117.25 ①
	1/13/2026	STAFFORD ROSENBAUM, LLP Nov & Dec 2025 Invoices	2,186.25 ①
Previous Year Expense			
	1/13/2026	VILLAGE OF RIDGEWAY - PROPERTY TAX 2026 Prop Tax - land from Emerald Ridge	119.55 ①
	1/13/2026	WISCONSIN PROFESSIONAL POLICE ASSOCIATION INC SORD Annual-Inv7335 Dated 01.01.2026	282.42 ①
	1/13/2026	WORKHORSE SOFTWARE SERVICES, INC. 2026 Util Billing, Acctg, Payroll	4,350.00 ①
		Grand Total	118,584.06

1/09/2026

9:40 AM

In Progress Checks - Quick Report - Regular

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ALL Checks by Payee

ACCT

1-POOLED CHECKING ACCOUNT **0307

Dated From: 1/13/2026

From Account:

Thru: 1/13/2026

Thru Account:

Amount

Total Expenditure from Fund # 100 - GENERAL FUND	47,641.40
Total Expenditure from Fund # 140 - CAPITAL PROJECTS FUND	8,519.50
Total Expenditure from Fund # 150 - PUBLIC PROPERTY AND EVENTS	8,008.00
Total Expenditure from Fund # 300 - SEWER FUND	6,479.12
Total Expenditure from Fund # 400 - WATER FUND	47,936.04
Total Expenditure from all Funds	118,584.06

1/09/2026

9:52 AM

Reprint Check Register - Quick Report - Manual

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ACCT

COSTCO CITIBANK VISA

ALL Checks

Posted From: 12/01/2025 From Account:
Thru: 12/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
ONLINE	11/17/2025	CROWN AWARDS	49.12
	Manual Check	Parade awards-to be reimbursed to the GF	Ⓞ
ONLINE	11/17/2025	CROWN AWARDS	49.12
	Manual Check	Reverse/re-enter to correct post date	
ONLINE	12/10/2025	CHERYL'S COOKIES	169.98
	Manual Check	cookies for Santa Holiday Helper pics	Ⓞ
ONLINE	12/02/2025	COSTCO	648.80
	Manual Check	Deputy Laptop-HP 17.3 IntelCore Ultra 7	Ⓞ
ONLINE	12/02/2025	COSTCO	-648.80
	Manual Check	Deputy Laptop-HP 17.3 IntelCore Ultra 7	
IN STORE	12/11/2025	RIDGEWAY POST OFFICE	312.00
	Manual Check	1/3 POSTAGE FOR UTILITY BILLS	Ⓞ
IN STORE	12/19/2025	ALDI	234.77
	Manual Check	Facial tissue, food	
IN STORE	12/19/2025	COSTCO	2,382.45
	Manual Check	Food, gloves, towels, puzzles, flannels	
IN STORE	12/21/2025	ALDI	976.81
	Manual Check	Food, soap, hand cream, stickers, candy	
IN STORE	12/21/2025	ALDI	239.39
	Manual Check	Food, bath tissue, body wash	
IN STORE	12/21/2025	COSTCO	780.27
	Manual Check	Hams, butter, cookies, pot pies	
Grand Total			5,193.91

1/09/2026

9:52 AM

Reprint Check Register - Quick Report - Manual

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ACCT

COSTCO CITIBANK VISA

ALL Checks

Posted From: 12/01/2025 From Account:
Thru: 12/31/2025 Thru Account:

	Amount
<hr/>	
Total Expenditure from Fund # 100 - GENERAL FUND	260.00
Total Expenditure from Fund # 150 - PUBLIC PROPERTY AND EVENTS	4,881.91
Total Expenditure from Fund # 300 - SEWER FUND	26.00
Total Expenditure from Fund # 400 - WATER FUND	26.00
Total Expenditure from all Funds	5,193.91

1/09/2026

9:50 AM

Reprint Check Register - Quick Report - Manual

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ACCT

CHASE VISA CARD

ALL Checks

Posted From: 12/01/2025 From Account:
Thru: 12/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
ONLINE	12/08/2025	FACEBOOK/META	78.00
	Manual Check	Holiday Helper FB boost for event	🔗
ONLINE	12/12/2025	CANVA	300.00
	Manual Check	1 yr Canva subscrpt Inv 04728-53525374	🔗
ONLINE	12/13/2025	FACEBOOK/META	67.09
	Manual Check	FB boost for event lt parade	🔗
ONLINE	12/17/2025	AMAZON	15.74
	Manual Check	garbage bags for Comm Ctr	🔗
ONLINE	12/01/2025	ADOBE	239.88
	Manual Check	ACROBAT PRO DC Dec 2025-Nov 2026	🔗
IN STORE	12/08/2025	FARM & FLEET	36.81
	Manual Check	12.04.25 ziploc bags, dist water, plug	🔗
IN STORE	12/16/2025	MENARDS	132.51
	Manual Check	insulation,other for CommCtr boiler	🔗
IN STORE	12/17/2025	MENARDS	96.98
	Manual Check	insulation,other for CommCtr boiler	🔗
IN STORE	12/17/2025	MENARDS	303.30
	Manual Check	thermocouple, dynaflex, other	🔗
IN STORE	12/18/2025	MENARDS	80.87
	Manual Check	Qturn, SS FCT	🔗
IN STORE	12/22/2025	MENARDS	30.74
	Manual Check	caulk gun/angle valve	🔗
IN STORE	12/19/2025	KEY CITY OUTDOORS	62.63
	Manual Check	shooting range practice	🔗
Grand Total			1,444.55

CHASE VISA CARD

ALL Checks

Posted From: 12/01/2025 From Account:
Thru: 12/31/2025 Thru Account:

	Amount
<hr/>	
Total Expenditure from Fund # 100 - GENERAL FUND	1,262.65
Total Expenditure from Fund # 150 - PUBLIC PROPERTY AND EVENTS	145.09
Total Expenditure from Fund # 300 - SEWER FUND	36.81
Total Expenditure from all Funds	1,444.55

1/09/2026

10:01 AM

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ACCT

1-POOLED CHECKING ACCOUNT **0307

Payroll Checks

Posted From: 12/01/2025 From Account:
Thru: 12/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
V1595	12/03/2025	GORHAM, MICHAEL	1,462.29
V1596	12/03/2025	JOHNSON, HAROLD	657.93
V1597	12/03/2025	LARKINS, LAMONT	2,205.73
V1598	12/03/2025	MECKLEY, KEVIN	1,299.13
V1599	12/03/2025	PHELAN, LORI L	1,549.80
V1600	12/03/2025	RINIKER, MARJORIE	1,065.71
V1601	12/17/2025	GORHAM, MICHAEL	1,462.29
V1602	12/17/2025	JOHNSON, HAROLD	831.49
V1603	12/17/2025	LARKINS, LAMONT	1,845.62
V1604	12/17/2025	MECKLEY, KEVIN	1,692.78
V1605	12/17/2025	PHELAN, LORI L	1,452.35
V1606	12/17/2025	PHELAN, MICHAEL	397.67
V1607	12/17/2025	RINIKER, MARJORIE	1,089.10
V1608	12/31/2025	GORHAM, MICHAEL	1,462.29
V1609	12/31/2025	JOHNSON, HAROLD	695.17
V1610	12/31/2025	LARKINS, LAMONT	1,993.77
V1611	12/31/2025	LOSBY, BRADEN	3.26
V1612	12/31/2025	MECKLEY, KEVIN	1,170.69
V1613	12/31/2025	PHELAN, LORI L	1,438.08
V1614	12/31/2025	RINIKER, MARJORIE	1,069.60
185410	12/04/2025	BUTLER, BRADLEY	2,404.15
185411	12/04/2025	CASPER, MICHELE	1,454.49
185412	12/04/2025	GARNER, JULENE	1,486.83
185413	12/04/2025	GOEBEL, KAYLA	203.17
185414	12/04/2025	HOOKS, MELISSA	457.13
185415	12/04/2025	NEVINS, RUTH	992.76
185416	12/04/2025	NIEHAUS, CYNTHIA	1,209.78
185417	12/04/2025	SHORT, RICK	41.56
185418	12/04/2025	VENDEN, KELLEE	1,126.67
185419	12/04/2025	VOSBERG, STEVEN	1,126.67
185420	12/04/2025	ZEIER, KEVIN	41.56
Grand Total			35,389.52

1-POOLED CHECKING ACCOUNT **0307 Payroll Checks
Posted From: 12/01/2025 From Account:
Thru: 12/31/2025 Thru Account:

	Amount
<hr/>	
Total Expenditure from Fund # 100 - GENERAL FUND	24,001.83
Total Expenditure from Fund # 300 - SEWER FUND	7,632.93
Total Expenditure from Fund # 400 - WATER FUND	3,754.76
Total Expenditure from all Funds	35,389.52

1/09/2026

9:59 AM

Reprint Check Register - Full Report - Manual

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ACCT

1-POOLED CHECKING ACCOUNT **0307

Accounting Checks

Posted From: 12/01/2025 From Account:
Thru: 12/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
ACH	12/04/2025	MADISON GAS & ELECTRIC CO.	Ⓞ
206 Kirby St.		Manual Check	
300-00-53610-000-823		UTILITIES-LIFT STATIONS&SHOP	22.06
206 Kirby St.			
400-00-53610-000-823		UTILITIES-TOWER&SHOP	22.05
206 Kirby St.			
100-00-53311-760-000		STREETS - UTILITIES	44.12
206 Kirby St.			
100-00-51600-100-000		VILLAGE HALL UTILITIES	11.18
208 Jarvis St			
100-00-51980-760-000		FACILITIES UTILIITIES	154.70
208 Jarvis St			
100-00-52100-760-000		POLICE - UTILITIES	20.50
208 Jarvis St			
		Total	274.61
ACH	12/01/2025	ALLIANT ENERGY	Ⓞ
Nov dog park		Manual Check	
150-00-58500-000-200		DOG PARK EXPENSE	19.40
Nov dog park			
		Total	19.40
ACH	11/29/2025	FIRSTNET - AT&T MOBILITY	Ⓞ
Clerk and Admin cell		Manual Check	
100-00-51420-325-000		CLERK TELEPHONE	85.77
Clerk and Admin cell			
100-00-52100-325-000		POLICE - TELEPHONE	88.90
Police Phone & Hotspot Service			
300-00-53610-000-823		UTILITIES-LIFT STATIONS&SHOP	28.59
DPW - sewer cell			
400-00-53610-000-823		UTILITIES-TOWER&SHOP	28.59
DPW - water cell			
100-00-53311-750-000		STREETS - TELEPHONE/CELL	47.65
Streets cell			
		Total	279.50
ACH	12/01/2025	PRINCIPAL LIFE INSURANCE COMPANY	Ⓞ
		Manual Check	
100-00-51420-125-000		CLERK EMPLOYEE BENEFITS	64.75
Lori P			

1/09/2026

9:59 AM

Reprint Check Register - Full Report - Manual

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ACCT

1-POOLED CHECKING ACCOUNT **0307

Accounting Checks

Posted From: 12/01/2025 From Account:
Thru: 12/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-55300-125-000		ADMIN SERVICE SPEC BENEFITS	28.73
		Marj R	
400-00-53710-000-686		EMPLOYEE BENEFITS	31.13
		Lamont, Kevin, Lori, Marj,	
300-00-53612-000-854		EMPLOYEE BENEFITS	73.04
		Lamont, Kevin, Lori, Marj	
100-00-53311-125-000		STREETS - EMPLOYEE BENEFITS	47.17
		Kevin, Lamont	
100-00-55200-125-000		PARK - EMPLOYEE BENEFITS	33.04
		Kevin	
100-00-52100-125-000		POLICE - EMPLOYEE BENEFITS	80.71
		Michael G	
Total			358.57

ACH 12/10/2025 FRONTIER COMMUNICATIONS
Nov 2025 WWTP phone line

Manual Check

Ⓢ

300-00-53610-000-821		OPERATION EXPENSES-WWTP	131.25
		Nov 2025 WWTP phone line	
Total			131.25

ACH 12/09/2025 ALLIANT ENERGY
9583420000

Manual Check

Ⓢ

100-00-55200-765-000		PARK - LIGHTS	54.35
		9583420000	
300-00-53610-000-823		UTILITIES-LIFT STATIONS&SHOP	79.50
		4426910000, 8598850000	
300-00-53610-000-821		OPERATION EXPENSES-WWTP	1,807.35
		772465000	
400-00-53700-000-620		ELECTRIC FOR WELL PUMPING	1,023.44
		6728200000, 8812110000	
400-00-53610-000-823		UTILITIES-TOWER&SHOP	38.38
		3807720000	
100-00-53311-760-000		STREETS - UTILITIES	141.32
		0487210000, 0399650000	
100-00-51980-760-000		FACILITIES UTILIITIES	1,051.41
		1972296511	
100-00-51600-100-000		VILLAGE HALL UTILITIES	76.01
		1972296511	

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1-POOLED CHECKING ACCOUNT **0307

Accounting Checks

Posted From: 12/01/2025 From Account:
Thru: 12/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-52100-760-000 1972296511		POLICE - UTILITIES	139.34
Total			4,411.10
<hr/>			
ACH 12/03/2025		INTERNAL REVENUE SERVICE	Ⓞ
941 Payroll Taxes		Manual Check	
100-00-21511-000-000		941 TAXES PAYABLE	1,451.00
SS Tax			
100-00-21511-000-000		941 TAXES PAYABLE	339.32
Medicare			
100-00-21511-000-000		941 TAXES PAYABLE	1,284.39
Fed Tax Withholding			
Total			3,074.71
<hr/>			
ACH 12/10/2025		US CELLULAR	Ⓞ
Inv 0769872261 11.16.25		Manual Check	
300-00-53610-000-823		UTILITIES-LIFT STATIONS&SHOP	25.12
Inv 0769872261 11.16.25			
Total			25.12
<hr/>			
ACH 12/10/2025		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 UTILIITIES	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
<hr/>			
ACH 12/16/2025		ASCENTIS CORPORATION	Ⓞ
Nov 2025 Inv SI-190686		Manual Check	

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1-POOLED CHECKING ACCOUNT **0307

Accounting Checks

Posted From: 12/01/2025 From Account:
Thru: 12/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-51500-240-000		SOFTWARE SUBSCRIPTIONS & FEES	37.70
		Nov 2025 Inv SI-190686	
Total			37.70

	ACH 12/01/2025	TERMINIX-WIL-KIL	Ⓢ
	INV 89243150	Nov 2025	Manual Check
300-00-53612-000-852		CONTRACTED SERVICES	125.12
		INV 89243150 Nov 2025	
Total			125.12

	ACH 12/10/2025	CHASE CARD SERVICES	Ⓢ
			Manual Check
100-00-21800-000-000		CREDIT CARD PAYABLE	708.48
140-00-21800-000-000		CREDIT CARD PAYABLE	0.00
150-00-21800-000-000		CREDIT CARD PAYABLE	0.00
300-00-21800-000-000		CREDIT CARD PAYABLE	130.00
400-00-21800-000-000		CREDIT CARD PAYABLE	130.00
Total			968.48

	ACH 12/02/2025	FIRSTNET - AT&T MOBILITY	
	Corrected to post in December		Manual Check
300-00-53612-000-852		CONTRACTED SERVICES	16.00
		Mobile Internet - sewer 10/08-11/07/2025	
400-00-53710-000-682		CONTRACTED SERVICES	15.99
		Mobile Internet - water 10/08-11/07/2025	
Total			31.99

	ACH 12/02/2025	FIRSTNET - AT&T MOBILITY	
	Corrected to post in December		Manual Check
100-00-51420-325-000		CLERK TELEPHONE	85.77
		Clerk and Admin cell	
100-00-52100-325-000		POLICE - TELEPHONE	88.90
		Police Phone & Hotspot Service	
300-00-53610-000-823		UTILITIES-LIFT STATIONS&SHOP	28.59
		DPW - sewer cell	

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1-POOLED CHECKING ACCOUNT **0307

Accounting Checks

Posted From: 12/01/2025 From Account:
Thru: 12/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
400-00-53610-000-823		UTILITIES-TOWER&SHOP	28.59
		DPW - water cell	
100-00-53311-750-000		STREETS - TELEPHONE/CELL	47.65
		Streets cell	
Total			279.50

	ACH 12/26/2025	ALLIANT ENERGY	
		street lights	
			Manual Check
100-00-53420-000-000		STREET (HWY) LIGHTING	1,048.24
		street lights	
Total			1,048.24

	ACH 12/05/2025	FARMERS SAVINGS BANK	
		Regular pymt principle xx890	
			Manual Check
340-00-58100-000-000		PRINCIPAL ON LT DEBT GF	2,433.78
		Regular pymt principle xx890	
340-00-58290-000-000		INTEREST & FISCAL CHARGES GF	621.34
		Regular pymt interest xx890	
Total			3,055.12

	ACH 12/05/2025	GOOGLE CLOUD	
		DNS usage billing	
			Manual Check
100-00-51420-316-000		CLERK INFORMATION TECHNOLOGY	0.26
		DNS usage billing	
Total			0.26

	ACH 12/10/2025	INTERNAL REVENUE SERVICE	
		BOT Payroll Taxes-cks issued 12/4/25	
			Manual Check
100-00-21511-000-000		941 TAXES PAYABLE	1,415.86
		SS Tax	
100-00-21511-000-000		941 TAXES PAYABLE	331.16
		Medicare	
100-00-21511-000-000		941 TAXES PAYABLE	0.00
		Fed Tax Withholding	
Total			1,747.02

	ACH 12/17/2025	INTERNAL REVENUE SERVICE	
		SS Tax	
			Manual Check
100-00-21511-000-000		941 TAXES PAYABLE	1,515.86
		SS Tax	

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1-POOLED CHECKING ACCOUNT **0307

Accounting Checks

Posted From: 12/01/2025 From Account:
Thru: 12/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21511-000-000		941 TAXES PAYABLE Medicare	354.48
100-00-21511-000-000		941 TAXES PAYABLE Fed Tax Withholding	1,232.39
Total			3,102.73

ACH 12/24/2025 WISCONSIN ETF-INSURANCE
Jan 2026 Health Ins Premiums

Manual Check

Ⓢ

100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE MGorham	3,214.32
100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE M Riniker	3,214.32
100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE LPhelan	1,303.08
100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE LLarkins	1,448.58
Total			9,180.30

ACH 12/30/2025 FIRSTNET - AT&T MOBILITY

Manual Check

Ⓢ

100-00-51420-325-000		CLERK TELEPHONE Clerk and Admin cell	85.77
100-00-52100-325-000		POLICE - TELEPHONE Police Phone & Hotspot Service	88.90
300-00-53610-000-823		UTILITIES-LIFT STATIONS&SHOP DPW - sewer cell	28.59
400-00-53610-000-823		UTILITIES-TOWER&SHOP DPW - water cell	28.59
100-00-53311-750-000		STREETS - TELEPHONE/CELL Streets cell	47.65
Total			279.50

ACH 12/31/2025 WISCONSIN EMPLOYEE TRUST FUNDS
MGorham

Manual Check

Ⓢ

100-00-21520-000-000		RETIREMENT PAYABLE MGorham	1,566.90
100-00-21520-000-000		RETIREMENT PAYABLE L Larkins	1,329.98
100-00-21520-000-000		RETIREMENT PAYABLE K Meckley	934.94

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1-POOLED CHECKING ACCOUNT **0307

Accounting Checks

Posted From: 12/01/2025 From Account:
Thru: 12/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21520-000-000		RETIREMENT PAYABLE	905.62
		LPhelan	
100-00-21520-000-000		RETIREMENT PAYABLE	665.88
		M Riniker	
Total			5,403.32
<hr/>			
	ACH 12/31/2025	WISCONSIN DEPT. OF REVENUE	Ⓞ
	Dec 2025 Payroll Tax	Manual Check	
100-00-21513-000-000		STATE W/H TAXES PAYABLE	1,351.29
		Dec 2025 Payroll Tax	
Total			1,351.29
<hr/>			
	ACH 12/31/2025	INTERNAL REVENUE SERVICE	Ⓞ
	SS Tax	Manual Check	
100-00-21511-000-000		941 TAXES PAYABLE	1,370.88
		SS Tax	
100-00-21511-000-000		941 TAXES PAYABLE	320.60
		Medicare	
100-00-21511-000-000		941 TAXES PAYABLE	1,181.99
		Fed Tax Withholding	
Total			2,873.47
<hr/>			
	ACH 12/16/2025	US CELLULAR	Ⓞ
	Inv 0776209553 12.16.25	Manual Check	
300-00-53610-000-823		UTILITIES-LIFT STATIONS&SHOP	25.12
		Inv 0776209553 12.16.25	
Total			25.12
<hr/>			
	ACH 12/29/2025	CINTAS CORP.	Ⓞ
		Manual Check	
300-00-53311-000-852		UNIFORMS	24.61
400-00-53311-000-852		UNIFORMS	24.61
100-00-53311-755-000		STREETS - UNIFORMS	36.58
100-00-51980-760-000		FACILITIES UTILIITIES	131.55
Total			217.35

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1-POOLED CHECKING ACCOUNT **0307

Accounting Checks

Posted From: 12/01/2025 From Account:
Thru: 12/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
ACH	12/31/2025	FARMERS SAVINGS BANK	
Dec ACH Fees			Manual Check
100-00-51500-220-000		BANK & PAYROLL PROCESSING FEES	30.00
Dec ACH Fees			
			Total 30.00
ONLINE	12/03/2025	CITI CARDS	Ⓞ
			Manual Check
100-00-21800-000-000		CREDIT CARD PAYABLE	351.40
140-00-21800-000-000		CREDIT CARD PAYABLE	0.00
150-00-21800-000-000		CREDIT CARD PAYABLE	49.12
300-00-21800-000-000		CREDIT CARD PAYABLE	0.00
400-00-21800-000-000		CREDIT CARD PAYABLE	0.00
100-00-21810-000-000		CITI BANK CREDIT CARD PAYABLE	0.00
150-00-21810-000-000		CITI BANK CREDIT CARD PAYABLE	0.00
			Total 400.52
ONLINE	12/03/2025	CITI CARDS	
Entry to move to correct CC payable			Manual Check
100-00-21800-000-000		CREDIT CARD PAYABLE	-351.40
140-00-21800-000-000		CREDIT CARD PAYABLE	0.00
150-00-21800-000-000		CREDIT CARD PAYABLE	-49.12
300-00-21800-000-000		CREDIT CARD PAYABLE	0.00
400-00-21800-000-000		CREDIT CARD PAYABLE	0.00
100-00-21810-000-000		CITI BANK CREDIT CARD PAYABLE	351.40
150-00-21810-000-000		CITI BANK CREDIT CARD PAYABLE	49.12
			Total 0.00

1-POOLED CHECKING ACCOUNT **0307

Accounting Checks

Posted From: 12/01/2025 From Account:
Thru: 12/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
ONLINE	12/03/2025	CINTAS CORP.	Ⓞ
		Manual Check	
300-00-53311-000-852		UNIFORMS	14.77
400-00-53311-000-852		UNIFORMS	14.77
100-00-53311-755-000		STREETS - UNIFORMS	21.94
100-00-51980-760-000		FACILITIES UTILIITIES	85.25
		Total	136.73
		Grand Total	38,983.96

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1-POOLED CHECKING ACCOUNT **0307

Accounting Checks

Posted From: 12/01/2025 From Account:
Thru: 12/31/2025 Thru Account:

	Amount
<hr/>	
Total Expenditure from Fund # 100 - GENERAL FUND	31,998.45
Total Expenditure from Fund # 150 - PUBLIC PROPERTY AND EVENTS	68.52
Total Expenditure from Fund # 300 - SEWER FUND	2,579.71
Total Expenditure from Fund # 340 - DEBT SERVICE FUND	3,055.12
Total Expenditure from Fund # 400 - WATER FUND	1,282.16
Total Expenditure from all Funds	38,983.96

Summary Report.TA - No distribution

Item 5.

Report Date: 12/10/2025

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

Report Time: 10:32:11 AM

11/24/2025 - 12/07/2025 [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
LOC: 1 [Village of Ridgeway]											
DEPT: PD [Police]											
GORHAM, MICHAEL [PD011]		72.25		-0.25	8.00						80.00
PD [Police] Total:		72.25	0.00	-0.25	8.00	0.00	0.00	0.00		0.00	80.00
Head Count:											1
1 [Village of Ridgeway] Total:		72.25	0.00	-0.25	8.00	0.00	0.00	0.00		0.00	80.00
Head Count:											1
Grand Total:		72.25	0.00	-0.25	8.00	0.00	0.00	0.00		0.00	80.00
Head Count:											1

END OF REPORT

Summary Report.TA - No distribution

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/01/2025

11/24/2025 - 11/30/2025 [7 days]

Report Time: 8:09:21 AM

PD011 [GORHAM, MICHAEL]					
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
11/25/2025 Tue	201 [POW]	02:00PM*	08:00PM*	6.0000000		6.00
11/26/2025 Wed	201 [POW]	02:12PM	10:07PM	7.7500000		7.75
11/27/2025 Thu	202 [POH]			8.0000000		8.00
11/28/2025 Fri	201 [POW]	01:43PM	11:54PM	10.2500000		10.25
11/29/2025 Sat	201 [POW]	04:52PM*	11:18PM*	6.5000000		6.50

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									
3 [SICK]									70.50
6 [FH]									
201 [POW]	1[UNUSED]	30.50		30.50					
202 [POH]	1[UNUSED]	8.00		8.00					
TOTALS		38.50		38.50					70.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/08/2025

12/01/2025 - 12/07/2025 [7 days]

Report Time: 8:57:40 AM

PD011 [GORHAM, MICHAEL]

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
12/01/2025 Mon	201 [POW]	03:38PM*	11:11PM*	7.5000000		7.50
12/02/2025 Tue	201 [POW]	01:38PM*	09:26PM*	7.7500000		7.75
12/03/2025 Wed	201 [POW]	01:45PM*	06:20PM	4.5000000		4.50
12/04/2025 Thu	201 [POW]	01:19PM	10:50PM	9.5000000		9.50
12/05/2025 Fri	201 [POW]	12:56PM	10:25PM	9.5000000		9.50
12/06/2025 Sat	201 [POW]	06:03PM	09:07PM	3.0000000		3.00
12/07/2025 Sun	208 [PADJ]			-0.2500000		-0.25

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									
3 [SICK]					70.50	4.00			74.50
6 [FH]									
201 [POW]	1[UNUSED]	41.75		41.75					
208 [PADJ]	1[UNUSED]	-0.25		-0.25					
TOTALS		41.50		41.50	70.50	4.00			74.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Work log hours for timesheet allocations per 2025 budget

11/24-30/25								12/01-07/25						Totals										
		Reg	OT	Vacation	Holiday	Sick				Reg	OT	Vacation	Holiday	Sick				Reg	OT	Vacation	Holiday	Sick		
work hours		25.50		12.00		0.00		37.50		work hours		39.50		0.00		0.00		0.00		0.00		77.00		
Lori								Lori										Lori						
Dept	Percent							Dept	Percent									Dept						
C/T	85.00%	21.68	0.00	0.00	10.20	0.00		C/T	85.00%	33.58	0.00	0.00	0.00	0.00				C/T	55.25	0.00	0.00	10.20	0.00	65.45
Election Adm	5.00%	1.28	0.00	0.00	0.60	0.00		Election Adm	5.00%	1.98	0.00	0.00	0.00	0.00				Election Adm	3.25	0.00	0.00	0.60	0.00	3.85
SewerAdm	5.00%	1.28	0.00	0.00	0.60	0.00		SewerAdm	5.00%	1.98	0.00	0.00	0.00	0.00				SewerAdm	3.25	0.00	0.00	0.60	0.00	3.85
WaterAdm	5.00%	1.28	0.00	0.00	0.60	0.00		WaterAdm	5.00%	1.98	0.00	0.00	0.00	0.00				WaterAdm	3.25	0.00	0.00	0.60	0.00	3.85
work hours		25.00		0.00		12.00		37.00		work hours		36.50		0.00		0.00		0.00		0.00		73.50		
Marj								Marj										Marj						
Dept	Percent							Dept	Percent									Dept						
AdmSvs	50.00%	12.50	0.00	0.00	6.00	0.00		AdmSvs	50.00%	18.25	0.00	0.00	0.00	0.00				AdmSvs	30.75	0.00	0.00	10.20	0.00	40.95
SewerAdm	7.50%	1.88	0.00	0.00	0.90	0.00		SewerAdm	7.50%	2.74	0.00	0.00	0.00	0.00				SewerAdm	4.61	0.00	0.00	0.90	0.00	5.51
WaterAdm	7.50%	1.88	0.00	0.00	0.90	0.00		WaterAdm	7.50%	2.74	0.00	0.00	0.00	0.00				WaterAdm	4.61	0.00	0.00	0.90	0.00	5.51
Park Wages	35.00%	8.75	0.00	0.00	4.20	0.00		Park Wages	35.00%	12.78	0.00	0.00	0.00	0.00				Park Wages	21.53	0.00	0.00	0.00	0.00	21.53
work hours		22.75						22.75		work hours		22.75						45.5				45.50		
Harry								Harry										Harry						
Dept	Percent							Dept	Percent									Dept						
Park	30.00%	6.83						Park	30.00%	6.83								Park	13.65		0.00	0.00	0.00	13.65
Street	35.00%	7.96						Street	35.00%	7.96								Street	15.93		0.00	0.00	0.00	15.93
FacMaint	35.00%	7.96						FacMaint	35.00%	7.96								FacMaint	15.93		0.00	0.00	0.00	15.93
work hours		32.00		0.00		8.00		40.00		work hours		40.00		2.00		0.00		0.00		0.00		82.00		
Lamont								Lamont										Lamont						
Dept	Percent							Dept	Percent									Dept						
Streets	10.00%	3.20	0.00	0.00	0.80			Streets	10.00%	4.00	0.20	0.00	0.00	0.00				Streets	7.20	0.20	0.00	0.80	0.00	8.20
Sewer	70.00%	22.40	0.00	0.00	5.60			Sewer	70.00%	28.00	1.40	0.00	0.00	0.00				Sewer	50.40	1.40	0.00	5.60	0.00	57.40
Water	20.00%	6.40	0.00	0.00	1.60			Water	20.00%	8.00	0.40	0.00	0.00	0.00				Water	14.40	0.40	0.00	1.60	0.00	16.40
work hours		39.75		16.00		0.00		55.75		work hours		40.00		10.75		0.00		0.00		0.00		106.50		
Kevin								Kevin										Kevin						
Dept	Percent							Dept	Percent									Dept						
Park	20.00%	7.95	0.00	0.00	3.20	0.00		Park	20.00%	8.00	2.15	0.00	0.00	0.00				Park	15.95	2.15	0.00	3.20	0.00	21.30
Sewer	10.00%	3.98	0.00	0.00	1.60	0.00		Sewer	10.00%	4.00	1.08	0.00	0.00	0.00				Sewer	7.98	1.08	0.00	1.60	0.00	10.65
Water	10.00%	3.98	0.00	0.00	1.60	0.00		Water	10.00%	4.00	1.08	0.00	0.00	0.00				Water	7.98	1.08	0.00	1.60	0.00	10.65
Streets	60.00%	23.85	0.00	0.00	9.60	0.00		Streets	60.00%	24.00	6.45	0.00	0.00	0.00				Streets	47.85	6.45	0.00	9.60	0.00	63.90

Time Distribution Report.LC - Allocation of hours

Report Date: 12/10/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 10:20:39 AM

11/24/2025 - 12/07/2025 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	4.50	0.00	4.50
AD [General Admin]	502[TRH]	4.00	0.00	4.00
AD [General Admin]	505[TCFH]	2.00	0.00	2.00
AD [General Admin]	511[CW]	19.50	0.00	19.50
AD [General Admin]	512[CH]	4.00	0.00	4.00
AD [General Admin]	515[CFH]	2.00	0.00	2.00
SE [Sewer]	305[SADW]	0.75	0.00	0.75
WA [Water]	605[WADW]	0.75	0.00	0.75
AD001 [PHELAN, LORI L] Total:		37.50	0.00	37.50
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	13.00	0.00	13.00
AD [General Admin]	702[ADSH]	8.00	0.00	8.00
AD [General Admin]	706[ADSF]	4.00	0.00	4.00
PA [Parks]	101[PAW]	1.50	0.00	1.50
SE [Sewer]	305[SADW]	5.25	0.00	5.25
WA [Water]	605[WADW]	5.25	0.00	5.25
AD005 [RINIKER, MARJORIE] Total:		37.00	0.00	37.00
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	12.50	0.00	12.50
SP [Streets Plowing]	401[STW]	10.25	0.00	10.25
PW003 [JOHNSON, HARRY] Total:		22.75	0.00	22.75
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	19.50	0.00	19.50
SE [Sewer]	302[SEH]	4.00	0.00	4.00
ST [Streets]	401[STW]	3.25	0.00	3.25
WA [Water]	601[WAW]	9.25	0.00	9.25
WA [Water]	602[WAH]	4.00	0.00	4.00
PW007 [LARKINS, LAMONT] Total:		40.00	0.00	40.00
Employee: SP004 [MECKLEY, KEVIN]				
PA [Parks]	101[PAW]	1.00	0.00	1.00
SE [Sewer]	301[SEW]	4.00	0.00	4.00
SP [Streets Plowing]	401[STW]	11.00	0.00	11.00
ST [Streets]	401[STW]	20.75	0.00	20.75
ST [Streets]	402[STH]	8.00	0.00	8.00
ST [Streets]	405[STFH]	8.00	0.00	8.00
WA [Water]	601[WAW]	3.00	0.00	3.00
SP004 [MECKLEY, KEVIN] Total:		55.75	0.00	55.75
Grand Totals:		193.00	0.00	193.00

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/01/2025

11/24/2025 - 11/30/2025 [7 days]

Report Time: 8:09:21 AM

AD001 [PHELAN, LORI L]					
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
11/24/2025 Mon	501 [TRW]	07:41AM	11:44AM	4.0000000		9.50
	501 [TRW]	01:14PM	04:31PM	3.2500000		
	501 [TRW]	05:51PM	07:59PM	2.2500000		
11/25/2025 Tue	501 [TRW]	08:03AM	12:32PM	4.5000000		8.25
	501 [TRW]	01:17PM	04:54PM	3.7500000		
11/26/2025 Wed	501 [TRW]	07:57AM	12:00PM	4.0000000		7.75
	501 [TRW]	12:54PM	04:38PM	3.7500000		
11/27/2025 Thu	512 [CH]			4.0000000		8.00
	502 [TRH]			4.0000000		
11/28/2025 Fri	515 [CFH]			2.0000000		4.00
	505 [TCFH]			2.0000000		

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									54.00
3 [SICK]									66.75
6 [FH]					8.00		4.00		4.00
501 [TRW]	1[UNUSED]	25.50		25.50					
502 [TRH]	1[UNUSED]	4.00		4.00					
505 [TCFH]	1[UNUSED]	2.00		2.00					
512 [CH]	1[UNUSED]	4.00		4.00					
515 [CFH]	1[UNUSED]	2.00		2.00					
TOTALS		37.50		37.50	8.00		4.00		124.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Monday 11/24

- Treasurer (1 hr)
 - Process ACH Receipts and checks
- Clerk
 - Print/distribute timesheets
 - Special Meeting
 - Preparation
 - Amended agenda

Tuesday 11/25

- Clerk
 - Review information from meeting recap
 - Timesheet allocations
- Utility Admin
 - Resident questions

Wednesday 11/26

- Treasurer (3.5 hr)
 - Process PR
 - Submit/schedule PR Tax payment
 - Special Assessment entered for tax bills, sent to County
- Clerk (3.75 hr)
 - Loan papers/courier
 - Board attendance 2025
 - Delta 3-Income survey
 - BOT Meeting agenda
- Utility Admin (30 min)
 - Customer ACH apps

Thursday 11/27 Thanksgiving

Friday 11/28

- Floating Holiday (4 hrs)

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/01/2025

11/24/2025 - 11/30/2025 [7 days]

Report Time: 8:09:21 AM

AD005 [RINIKER, MARJORIE]

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
11/24/2025 Mon	701 [ADSW]	07:56AM	03:44PM	7.7500000		9.50
	701 [ADSW]	06:14PM	07:57PM	1.7500000		
11/25/2025 Tue	701 [ADSW]	07:56AM	01:40PM	5.7500000		7.75
	701 [ADSW]	02:42PM	04:38PM	2.0000000		
11/26/2025 Wed	701 [ADSW]	08:00AM	12:59PM	5.0000000		7.75
	701 [ADSW]	01:54PM	04:39PM	2.7500000		
11/27/2025 Thu	702 [ADSH]			8.0000000		8.00
11/28/2025 Fri	706 [ADSF]			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]									16.00
3 [SICK]									40.00
6 [FH]					8.00		4.00		4.00
701 [ADSW]	1[UNUSED]	25.00		25.00					
702 [ADSH]	1[UNUSED]	8.00		8.00					
706 [ADSF]	1[UNUSED]	4.00		4.00					

TOTALS		37.00		37.00	8.00		4.00		60.00
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Marj Riniker
Employee Signature

x Kai L. Rhee
Supervisor Signature

Marj Riniker

Week of

11/22/2025	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences					F	0
Invoices	0.75	0.5	1	H	L	2.25
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)		0.25		O	O	0.25
Social Media (create content, monitor accts, posting)	1.25	0.5	0.25	L	A	2
Misc office work (filing/copies/phone/Cust Asst/ reports/ projects)	3.5	1.25	1	I	T	5.75
meetings - inperson or online / prep	2.25			D	I	2.25
Clerk/treasurer				A	N	0
grant work				Y	G	0
Property tax		0.5		8	4	12.5
Elections					D	0
PTO					A	0
Daily totals	7.75	3	2.25	8	4	
Admin/Deputy Totals						25
Park/Rec						
Event planning		0.25			Y	0.25
Meetings/prep			1.25		O	1.25
Social Media					F	0
Daily totals	0	0.25	1.25	0	0	
Park/Rec Totals						1.5
Utility						
Billing	1.75	4.5	4.25		F	10.5
Daily totals	1.75	4.5	4.25	0	0	
Utility Totals						10.5
Daily totals	9.5	7.75	7.75	8	4	
Total hours						37

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/01/2025

11/24/2025 - 11/30/2025 [7 days]

Report Time: 8:09:21 AM

PW003 [JOHNSON, HARRY]			
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
11/24/2025 Mon	401 [STW]	08:04AM	12:15PM	4.2500000		4.25
11/25/2025 Tue	401 [STW]	08:05AM	12:10PM	4.2500000		4.25
11/26/2025 Wed	401 [STW]	08:02AM	12:05PM	4.0000000		4.00
11/29/2025 Sat	401 [STW]	09:19AM	02:50PM	5.5000000		5.50
11/30/2025 Sun	401 [STW]	08:51AM	01:33PM	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]	22.75		22.75					
TOTALS		22.75		22.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *[Signature]*
Supervisor Signature

Mon 11/24 worked at RCC, set up chairs in board room, brought christmas trees down from up stairs
 Tues 11/25 worked at RCC, put christmas trees together, swept upstairs floors & steps, filled salt piles
 wed 11/26 cleaned bathrooms & moped floors
 sat 11/29 plowed snow
 sun 11/30 plowed snow

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/01/2025

11/24/2025 - 11/30/2025 [7 days]

Report Time: 8:09:22 AM

Item 5.

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
11/24/2025 Mon	301 [SEW]	05:58AM	11:30AM	5.5000000		10.25
	301 [SEW]	12:00PM	03:04PM	3.0000000		
	301 [SEW]	06:15PM	08:06PM	1.7500000		
11/25/2025 Tue	301 [SEW]	05:56AM	11:30AM	5.5000000		8.00
	301 [SEW]	11:59AM	02:30PM	2.5000000		
11/26/2025 Wed	301 [SEW]	05:56AM	12:28PM	6.5000000		8.25
	301 [SEW]	01:03PM	02:38PM	1.7500000		
11/27/2025 Thu	302 [SEH]			4.0000000		10.25
	301 [SEW]	06:55AM	09:18AM	2.2500000		
	602 [WAH]			4.0000000		
11/28/2025 Fri	301 [SEW]	05:57AM	09:15AM	3.2500000		3.25

Summary - PW007 [LARKINS, LAMONT]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]									16.00
301 [SEW]	1[UNUSED]	32.00		32.00					
302 [SEH]	1[UNUSED]	4.00		4.00					
602 [WAH]	1[UNUSED]	4.00		4.00					

TOTALS		40.00		40.00					16.00
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont Larkins

Weekly Work Log November 24-28

Monday 11/24/2025:

- Water Daily Operations - 2 hours
- Sewer Daily Operations - 6 hours
- Meeting- 2 hours

Tuesday 11/25/2025:

- Water Daily Operations – 2 hours
- Sewer Daily Operations – 6 hours

Wednesday 11/26/2025:

- Water Daily Operations– 2 hours
- Sewer Daily Operations -3 hours
- Sander in truck- 3 hours

Thursday 11/27/2025

- Water Daily Operations -1 hours
- Sewer Daily Operations, cleaning sewer plant- 2 hours

Friday 11/28/2025:

- Water Daily Operations – 1 hours
- Sewer Daily Operations, cleaning sewer plant- 2 hours

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/01/2025

11/24/2025 - 11/30/2025 [7 days]

Report Time: 8:09:22 AM

SP004 [MECKLEY, KEVIN]			
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
11/24/2025 Mon	401 [STW]	06:57AM	12:00PM	5.000000		9.50
	401 [STW]	12:25PM	03:30PM	3.000000		
	401 [STW]	06:18PM	07:39PM	1.500000		
11/25/2025 Tue	401 [STW]	06:56AM	12:00PM	5.000000		7.50
	401 [STW]	12:25PM	02:55PM	2.500000		
11/26/2025 Wed	401 [STW]	06:56AM	12:25PM	5.500000		7.75
	401 [STW]	12:52PM	03:20PM	2.250000		
11/27/2025 Thu	402 [STH]			8.000000		8.00
11/28/2025 Fri	405 [STFH]			8.000000		8.00
11/29/2025 Sat	401 [STW]	07:26AM	01:12PM	5.750000		8.50
	401 [STW]	04:47PM	07:29PM	2.750000		
11/30/2025 Sun	401 [STW]	05:24AM	12:03PM	6.500000		6.50

Summary - SP004 [MECKLEY, KEVIN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									32.00
3 [SICK]									40.00
6 [FH]					8.00		8.00		
401 [STW]	1[UNUSED]	39.75		39.75					
402 [STH]	1[UNUSED]	8.00		8.00					
405 [STFH]	1[UNUSED]	8.00		8.00					
TOTALS		55.75		55.75	8.00		8.00		72.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Monday November 24th 2025

Picked up brush – 2 hours

Put plow on UTV – 2 hours

Worked in shop – 3 hours

Hung Christmas lights – 1 hour

Board meeting – 1 hour

Tuesday November 25th 2025

Meter reading – 2 hours

Hauled salter to shop – 1 hour

Farm N Fleet rin – 1 hour

Picked up brush – 2 hour

Worked in shop – 1.5 hours

Wednesday November 26th 2025

Got plow truck ready and loaded – 8 hours

Thursday November 27th 2025

Holiday

Friday November 28th 2025

Vacation Day - Floating Hol.

Saturday November 29th 2025

Weekend rounds and plowed – ~~10~~^{8.5} hours

Sunday November 30th 2025

Weekend rounds – 2 hours

Plowed snow – ~~6~~^{4.5} hours

Time Distribution Report.LC - Allocation of hours

Item 5.

Report Date: 12/10/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 11:01:15 AM

12/01/2025 - 12/07/2025 [7 days]

DEPT	(G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]					
AD [General Admin]		501[TRW]	23.75	0.00	23.75
AD [General Admin]		511[CW]	12.75	0.00	12.75
SE [Sewer]		305[SADW]	1.50	0.00	1.50
WA [Water]		605[WADW]	1.50	0.00	1.50
AD001 [PHELAN, LORI L] Total:			39.50	0.00	39.50
Employee: AD005 [RINIKER, MARJORIE]					
AD [General Admin]		701[ADSW]	24.75	0.00	24.75
PA [Parks]		101[PAW]	8.75	0.00	8.75
SE [Sewer]		305[SADW]	1.50	0.00	1.50
WA [Water]		605[WADW]	1.50	0.00	1.50
AD005 [RINIKER, MARJORIE] Total:			36.50	0.00	36.50
Employee: PW003 [JOHNSON, HARRY]					
FM [FACILITES MAINTENANCE]		611[FMW]	9.50	0.00	9.50
SP [Streets Plowing]		401[STW]	13.25	0.00	13.25
PW003 [JOHNSON, HARRY] Total:			22.75	0.00	22.75
Employee: PW007 [LARKINS, LAMONT]					
SE [Sewer]		301[SEW]	21.50	2.00	23.50
SP [Streets Plowing]		401[STW]	11.00	0.00	11.00
WA [Water]		601[WAW]	7.50	0.00	7.50
PW007 [LARKINS, LAMONT] Total:			40.00	2.00	42.00
Employee: SP004 [MECKLEY, KEVIN]					
PA [Parks]		101[PAW]	2.00	0.00	2.00
SE [Sewer]		301[SEW]	1.00	2.00	3.00
SP [Streets Plowing]		401[STW]	30.50	6.75	37.25
ST [Streets]		401[STW]	5.50	0.00	5.50
WA [Water]		601[WAW]	1.00	2.00	3.00
SP004 [MECKLEY, KEVIN] Total:			40.00	10.75	50.75
Grand Totals:			178.75	12.75	191.50

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/08/2025

12/01/2025 - 12/07/2025 [7 days]

Report Time: 8:57:40 AM

AD001 [PHELAN, LORI L]

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
12/01/2025 Mon	501 [TRW]	08:03AM	12:46PM	4.7500000		8.00
	501 [TRW]	01:14PM	04:30PM	3.2500000		
12/02/2025 Tue	501 [TRW]	07:58AM	02:38PM	6.7500000		6.75
12/03/2025 Wed	501 [TRW]	08:02AM	12:30PM	4.5000000		7.50
	501 [TRW]	01:30PM	04:30PM*	3.0000000		
12/04/2025 Thu	501 [TRW]	08:02AM	12:18PM	4.2500000		11.75
	501 [TRW]	01:29PM	04:54PM	3.5000000		
	501 [TRW]	05:45PM*	09:48PM*	4.0000000		
12/05/2025 Fri	501 [TRW]	08:00AM	01:28PM	5.5000000		5.50

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									54.00
3 [SICK]					66.75	4.00			70.75
6 [FH]									4.00
501 [TRW]	1[UNUSED]	39.50		39.50					
TOTALS		39.50		39.50	66.75	4.00			128.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Monday 12/1

- Treasurer (5 hrs)
 - Monthly interest receipts
 - Receive/save/print bank statements
- Clerk (3 hrs)
 - Timesheet edits/distribution
 - Draft meeting agenda

Tuesday 12/2

- Treasurer (5 hrs)
 - 2025 PA-687
 - 2025 Millrate worksheet
 - DOR Reports filed
 - 2025 TID worksheet
 - 2025 Levy Limit worksheet
- Clerk (1.75 hrs)
 - BOT agenda
 - Review with BB
 - Publish, post, notifications

Wednesday 12/3

- Treasurer (6 hrs)
 - Credit card statement
 - ACH check reports for BOT meeting
 - Process board payroll
- Clerk (1.5 hrs)
 - Income survey status
 - Print surveys (for door to door)

Thursday 12/4

- Treasurer (6.75 hrs)
 - Prepare checks for board meeting
 - Bank Reconciliation
- Clerk (5 hrs)
 - Meeting prep
 - Budget Hearing/BOT Meeting

Friday 12/5

- Treasurer (1 hr)
 - Post adopted budgets
 - Mail checks
- Clerk (1.5 hr)
 - Draft minutes
 - Email clerk list-Special assessments question
- Utility Admin (3 hrs)
 - Phone calls
 - Resident Working group nominations
 - Advance notice water valve installation/water shut off

Employee Timecard - LPHELAN-07/27/2015

12/01/2025 - 12/07/2025 [7 days]

Item 5.

AD005 [RINIKER, MARJORIE]

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
12/01/2025 Mon	701 [ADSW]	07:58AM	01:33PM	5.5000000		8.00
	701 [ADSW]	02:06PM	04:31PM	2.5000000		
12/02/2025 Tue	701 [ADSW]	07:55AM	01:02PM	5.0000000		9.50
	701 [ADSW]	01:48PM	04:28PM	2.7500000		
	701 [ADSW]	06:12PM	07:53PM	1.7500000		
12/03/2025 Wed	701 [ADSW]	07:53AM	02:02PM	6.0000000		7.50
	701 [ADSW]	03:02PM	04:29PM	1.5000000		
12/04/2025 Thu	701 [ADSW]	07:55AM	03:33PM	7.5000000		7.50
12/05/2025 Fri	701 [ADSW]	08:05AM	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]									16.00
3 [SICK]					40.00	4.00			44.00
6 [FH]									4.00
701 [ADSW]	1[UNUSED]	36.50		36.50					
TOTALS		36.50		36.50	40.00	4.00			64.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Marjorie Riniker
Employee Signature

x Lai L. Phelan
Supervisor Signature

Marj Riniker

Week of

12/1/2025	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences						0
Invoices	2.25	0.75	2	0.75	0.5	6.25
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)	0.75	2.5	1	0.5	0.5	5.25
Social Media (create content, moniter accts, posting)			1	1.5	1.25	3.75
Misc office work (filing/copies/phone/Cus t Asst/ reports/ projects)	2.5	2.5	1	2	1.25	9.25
meetings - inperson or online						0
Clerk/treasurer				0.25		0.25
grant work						0
Property tax						0
Elections						0
PTO						0
Daily totals	5.5	5.75	5	5	3.5	
Admin/Deputy Totals						24.75
Park/Rec						
Event planning	0.5	1	0.25			1.75
Meetings/prep	0.75	2	1.5			4.25
Social Media	0.75	0.5	0.5	1		2.75
Daily totals	2	3.5	2.25	1	0	
Park/Rec Totals						8.75
Utility						
Billing	0.5	0.25	0.25	1.5	0.5	3
Daily totals	0.5	0.25	0.25	1.5	0.5	
Utility Totals						3
Daily totals	8	9.5	7.5	7.5	4	
Total hours						36.5

Report Date: 12/08/2025

12/01/2025 - 12/07/2025 [7 days]

Report Time: 8:57:40 AM

PW003 [JOHNSON, HARRY]

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

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/01/2025 Mon	401 [STW]	08:05AM	01:39PM	5.7500000		5.75
12/02/2025 Tue	401 [STW]	08:04AM	12:05PM	4.0000000		4.00
12/03/2025 Wed	401 [STW]	08:05AM	12:08PM	4.2500000		4.25
12/05/2025 Fri	401 [STW]	08:05AM	12:20PM	4.2500000		4.25
12/07/2025 Sun	401 [STW]	06:37AM	11:02AM	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]	22.75		22.75					
TOTALS		22.75		22.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *Scott Adams*
Supervisor Signature

Mon 12/1 Plowed snow
 Tues 12/2 emptied garbage at RCC Plowed snow
 Wed 12/3 Cleared room 112, Tested smoke detectors, with fire & safety equipment
 Fri 12/5 worked at RCC, washed mop heads & broom heads, sweep floors at treatment plant
 Sun 12/7 Plowed snow

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/08/2025

12/01/2025 - 12/07/2025 [7 days]

Report Time: 8:57:40 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
12/01/2025 Mon	301 [SEW]	06:05AM	12:23PM	6.5000000		8.50
	301 [SEW]	12:48PM	03:07PM	2.0000000		
12/02/2025 Tue	301 [SEW]	06:04AM	12:07PM	6.0000000		8.50
	301 [SEW]	12:33PM	03:01PM	2.5000000		
12/03/2025 Wed	301 [SEW]	06:00AM	12:10PM	6.2500000		8.00
	301 [SEW]	12:43PM	02:33PM	1.7500000		
12/04/2025 Thu	301 [SEW]	06:02AM	12:04PM	6.0000000		10.50
	301 [SEW]	12:34PM	02:31PM	2.0000000		
	301 [SEW]	06:20PM	08:40PM	2.5000000		
12/05/2025 Fri	301 [SEW]	05:57AM	12:30PM*	4.5000000	2.0000000	6.50

Summary - PW007 [LARKINS, LAMONT]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]					16.00	4.00			20.00
301 [SEW]	1[UNUSED]	40.00	2.00	42.00					
TOTALS		40.00	2.00	42.00	16.00	4.00			20.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Lamont Larkins

Weekly Work Log December 1-5

Monday 12/01/2025:

Water Daily Operations - 1 hour

Sewer Daily Operations - 3 hours

Snow removal – 4 hours

Tuesday 12/02/2025:

Water Daily Operations – 1 hour

Sewer Daily Operations – 3 hours

Snow removal – 4 hours

Wednesday 12/03/2025:

Water Daily Operations, started water EMOR – 2 hours

Sewer Daily Operations -3 hours

Snow removal – 3 hours

Thursday 12/04/2025:

Water Daily Operations, finished water EMOR -2 hours

Sewer Daily Operations, cleaning sewer plant, finished sewer EMOR- 6 hours

Friday 12/05/2025:

Collected WET test sample and delivered in Superior - hours

6.5

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/08/2025

12/01/2025 - 12/07/2025 [7 days]

Report Time: 8:57:41 AM

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
12/01/2025 Mon	401 [STW]	07:00AM	12:15PM	5.2500000		8.00
	401 [STW]	12:43PM	03:25PM	2.7500000		
12/02/2025 Tue	401 [STW]	06:58AM	12:00PM	5.0000000		9.50
	401 [STW]	12:25PM	03:30PM	3.0000000		
12/03/2025 Wed	401 [STW]	06:16PM	07:45PM	1.5000000		8.00
	401 [STW]	06:55AM	12:00PM	5.0000000		
12/04/2025 Thu	401 [STW]	12:25PM	03:27PM	3.0000000		10.25
	401 [STW]	07:00AM	12:00PM	5.0000000		
12/05/2025 Fri	401 [STW]	12:26PM	03:27PM	3.0000000		7.75
	401 [STW]	06:16PM	08:36PM	2.2500000		
12/06/2025 Sat	401 [STW]	06:59AM	12:00PM	4.2500000	0.7500000	2.00
	401 [STW]	12:24PM	03:21PM		2.7500000	
12/07/2025 Sun	401 [STW]	07:47AM	09:47AM*		2.0000000	5.25
		06:05AM	11:13AM		5.2500000	

Summary - SP004 [MECKLEY, KEVIN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									32.00
3 [SICK]					40.00	4.00			44.00
6 [FH]									
401 [STW]	1[UNUSED]	40.00	10.75	50.75					
TOTALS		40.00	10.75	50.75	40.00	4.00			76.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 

Employee Signature

x 

Supervisor Signature

Monday December 1st 2025

Pushed back snow – 8 hours

Tuesday December 2nd 2025

Snow clean up – 8 hours

Park N Rec meeting – 2 hours

Wednesday December 3rd 2025

Snow clean up – 8 hours

Thursday December 4th 2025

Farm N Fleet run – 1 hour

Snow clean up – 7 hours

Board meeting – 2 hours

Friday December 5th 2025

Samples at treatment plant and rounds – 2 hours

Cleaned out snow by Collins shop – 3 hours

Worked in shop – 3 hours

Saturday December 6th 2025

Weekend rounds – 2 hours

Sunday December 7th 2025

Weekend rounds and plowed snow – 5 hours

Summary Report.TA - No distribution

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

12/08/2025 - 12/21/2025 [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 Reg Hours	Total Hrs
LOC: 1 [Village of Ridgeway]										
DEPT: PD [Police]										
GORHAM, MICHAEL [PD011]		71.75		0.25				8.00		80.00
PD [Police] Total:		71.75	0.00	0.25	0.00	0.00	0.00	8.00	0.00	80.00
<i>Head Count:</i>										1
1 [Village of Ridgeway] Total:		71.75	0.00	0.25	0.00	0.00	0.00	8.00	0.00	80.00
<i>Head Count:</i>										1
Grand Total:		71.75	0.00	0.25	0.00	0.00	0.00	8.00	0.00	80.00
<i>Head Count:</i>										1

END OF REPORT

Summary Report.TA - No distribution

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/22/2025

12/15/2025 - 12/21/2025 [7 days]

Report Time: 8:25:38 AM

PD011 [GORHAM, MICHAEL]					
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
12/15/2025 Mon	201 [POW]	01:45PM*	10:03PM*	8.2500000		8.25
12/16/2025 Tue	203 [POS]			8.0000000		8.00
12/17/2025 Wed	201 [POW]	03:46PM*	10:25PM*	6.7500000		6.75
12/18/2025 Thu	201 [POW]	02:09PM*	10:27PM	8.2500000		8.25
12/19/2025 Fri	201 [POW]	12:42PM	06:37PM	5.7500000		5.75
12/20/2025 Sat	201 [POW]	04:17PM	06:59PM	2.7500000		2.75
12/21/2025 Sun	208 [PADJ]			0.2500000		0.25

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									
3 [SICK]					74.50		8.00		66.50
6 [FH]									
201 [POW]	1[UNUSED]	31.75		31.75					
203 [POS]	1[UNUSED]	8.00		8.00					
208 [PADJ]	1[UNUSED]	0.25		0.25					
TOTALS		40.00		40.00	74.50		8.00		66.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/18/2025

12/08/2025 - 12/14/2025 [7 days]

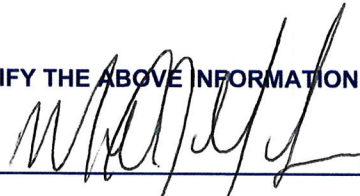
Report Time: 8:10:31 AM

PD011 [GORHAM, MICHAEL]					
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
12/08/2025 Mon	201 [POW]	03:58PM	09:40PM	5.7500000		5.75
12/09/2025 Tue	201 [POW]	01:40PM	10:37PM	8.7500000		8.75
12/10/2025 Wed	201 [POW]	04:35PM*	11:17PM*	6.7500000		6.75
12/12/2025 Fri	201 [POW]	12:27PM	10:55PM	10.5000000		10.50
12/13/2025 Sat	201 [POW]	01:10PM	09:34PM	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]									
3 [SICK]									74.50
6 [FH]									
201 [POW]	1[UNUSED]	40.00		40.00					
TOTALS		40.00		40.00					74.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Work log hours for timesheet allocations per 2025 budget

12/08-14/25							12/15-21/25							Totals																							
Reg	OT	Vacation	Holiday	Sick			Reg	OT	Vacation	Holiday	Sick			Reg	OT	Vacation	Holiday	Sick																			
work hours		39.50		0.00		0.00		0.00		39.50		work hours		36.75		0.00		0.00		0.00		36.75		work hours		76.25		0.00		0.00		0.00		0.00		76.25	
Lori							Lori							Lori																							
Dept							Dept							Dept																							
C/T							C/T							C/T																							
Election Adm							Election Adm							Election Adm																							
SewerAdm							SewerAdm							SewerAdm																							
WaterAdm							WaterAdm							WaterAdm																							
work hours		36.50		0.00		0.00		0.00		36.50		work hours		35.75		0.00		0.00		0.00		35.75		work hours		72.25		0		0		0		0		72.25	
Marj							Marj							Marj																							
Dept							Dept							Dept																							
AdmSvs							AdmSvs							AdmSvs																							
SewerAdm							SewerAdm							SewerAdm																							
WaterAdm							WaterAdm							WaterAdm																							
Park Wages							Park Wages							Park Wages																							
work hours		19.50								19.50		work hours		17.75								17.75		work hours		37.25						37.25					
Harry							Harry							Harry																							
Dept							Dept							Dept																							
Park							Park							Park																							
Street							Street							Street																							
FacMaint							FacMaint							FacMaint																							
work hours		40.00		4.50		0.00		0.00		0.00		44.50		work hours		40.00		2.25		0.00		0.00		42.25		work hours		80.00		6.75		0.00		86.75			
Lamont							Lamont							Lamont																							
Dept							Dept							Dept																							
Streets							Streets							Streets																							
Sewer							Sewer							Sewer																							
Water							Water							Water																							
work hours		40.00		0.25		0.00		0.00		0.00		40.25		work hours		40.00		0.00		0.00		0.00		40.00		work hours		80		0.25		0		0		80.25	
Kevin							Kevin							Kevin																							
Dept							Dept							Dept																							
Park							Park							Park																							
Sewer							Sewer							Sewer																							
Water							Water							Water																							
Streets							Streets							Streets																							

Time Distribution Report.LC - Allocation of hours

Report Date: 12/18/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 9:26:55 AM

12/08/2025 - 12/14/2025 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	18.50	0.00	18.50
AD [General Admin]	511[CW]	14.50	0.00	14.50
SE [Sewer]	305[SADW]	3.25	0.00	3.25
WA [Water]	605[WADW]	3.25	0.00	3.25
AD001 [PHELAN, LORI L] Total:		39.50	0.00	39.50
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	20.25	0.00	20.25
AD [General Admin]	704[ADSV]	4.00	0.00	4.00
PA [Parks]	101[PAW]	5.00	0.00	5.00
SE [Sewer]	305[SADW]	3.63	0.00	3.63
WA [Water]	605[WADW]	3.62	0.00	3.62
AD005 [RINIKER, MARJORIE] Total:		36.50	0.00	36.50
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	13.00	0.00	13.00
SP [Streets Plowing]	401[STW]	6.50	0.00	6.50
PW003 [JOHNSON, HARRY] Total:		19.50	0.00	19.50
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	20.00	2.50	22.50
SP [Streets Plowing]	401[STW]	10.00	0.00	10.00
WA [Water]	601[WAW]	10.00	2.00	12.00
PW007 [LARKINS, LAMONT] Total:		40.00	4.50	44.50
Employee: SP004 [MECKLEY, KEVIN]				
SP [Streets Plowing]	401[STW]	30.00	0.00	30.00
ST [Streets]	401[STW]	8.00	0.25	8.25
WA [Water]	601[WAW]	2.00	0.00	2.00
SP004 [MECKLEY, KEVIN] Total:		40.00	0.25	40.25
Grand Totals:		175.50	4.75	180.25

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/15/2025

12/08/2025 - 12/14/2025 [7 days]

Report Time: 8:26:47 AM

AD001 [PHELAN, LORI L]

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
12/08/2025 Mon	501 [TRW]	07:59AM	12:19PM	4.2500000		8.00
	501 [TRW]	12:51PM	04:32PM	3.7500000		
12/09/2025 Tue	501 [TRW]	08:04AM	01:19PM	5.2500000		8.75
	501 [TRW]	02:00PM	05:30PM*	3.5000000		
12/10/2025 Wed	501 [TRW]	07:57AM	12:40PM	4.7500000		8.50
	501 [TRW]	01:17PM	04:58PM	3.7500000		
12/11/2025 Thu	501 [TRW]	07:57AM	01:13PM	5.2500000		8.25
	501 [TRW]	02:01PM	04:56PM	3.0000000		
12/12/2025 Fri	501 [TRW]	07:59AM	12:17PM	4.2500000		6.00
	511 [CW]	12:45PM*	02:35PM	1.7500000		

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									54.00
3 [SICK]									70.75
6 [FH]									4.00
501 [TRW]	1[UNUSED]	37.75		37.75					
511 [CW]	1[UNUSED]	1.75		1.75					
TOTALS		39.50		39.50					128.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Monday 12/8

- Treasurer (1 hr)
 - Liberty Insurance/Principal Insurance Quote
- Clerk (1.5 hr)
 - Timesheet distribution
 - Review work log
 - Draft agenda
- Utility (5.5 hr)
 - Customer questions
 - Call or email customers-valve replacement/shut off
 - Website News and Facebook-President message to residents

Tuesday 12/9

- Treasurer (.75 hr)
 - Tax bill prep
 - Verify information from county treasurer and return
- Clerk (7.5 hr)
 - Post/publish approved minutes
 - Draft/publish minutes Budget Hearing BOT Meeting
 - Life, AD&D, Short Term Dis Insurance changes
 - Meet with BB
 - Timesheet allocations
- Utility (.5 hr)
 - Update alert valve replacement-website/social

Wednesday 12/10

- Treasurer (7 hr)
 - Calculate payroll
 - Process payroll
 - Schedule 941 tax payment
- Clerk (1.5 hr)
 - Timesheet allocations

Thursday 12/11

- Treasurer (7.25 hr)
 - To County Treasurer - tax bills
 - Fold, stuff and stamp Tax Bills
 - Prepare tax bills with newsletter and garbage/recycling information card
 - Fold, stuff, stamp
- Clerk (1 hr)
 - To County Clerk - pick up dog license tags, deliver 2025 settlement
 - Post update to Well Street Valve installation

Friday 12/12

- Treasurer (2.5 hr)
 - Checks
 - Prepare, print, BB sign, mail
 - Tax bills completed-stamped/mailed
- Clerk (3 hr)
 - Update event information
 - Website notifications
 - Facebook posts
 - Contact KM for mats
- Utility Admin (.5 hr)
 - Receipts

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/15/2025

12/08/2025 - 12/14/2025 [7 days]

Report Time: 8:26:48 AM

AD005 [RINIKER, MARJORIE]					
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
12/08/2025 Mon	701 [ADSW]	07:58AM	12:57PM	5.0000000		8.00
	701 [ADSW]	01:30PM*	04:32PM	3.0000000		
12/09/2025 Tue	701 [ADSW]	07:56AM	02:01PM	6.0000000		8.25
	701 [ADSW]	02:32PM	04:38PM	2.2500000		
12/10/2025 Wed	701 [ADSW]	07:50AM	01:26PM	5.7500000		8.25
	701 [ADSW]	02:02PM	04:30PM*	2.5000000		
12/11/2025 Thu	701 [ADSW]	08:03AM	04:02PM	8.0000000		8.00
12/12/2025 Fri	504 [TRV]			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]					16.00		4.00		12.00
3 [SICK]									44.00
6 [FH]									4.00
504 [TRV]	1[UNUSED]	4.00		4.00					
701 [ADSW]	1[UNUSED]	32.50		32.50					
TOTALS		36.50		36.50	16.00		4.00		60.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Marjorie Riniker
Employee Signature

x Lori L. Phelan
Supervisor Signature

Marj Riniker

Week of

12/8/2025	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences		0.75			V	0.75
Invoices	2	0.5	0.5		A	3
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)	0.25	0.5		0.75	C	1.5
Social Media (create content, moniter accts, posting)		2.5	1.75	2.75	A	7
Misc office work (filing/copies/phone/Cust Asst/ reports/ projects)	1.25	2.75	1	2.25	T	7.25
meetings - inperson or online					I	0
Clerk/treasurer				0.25	O	0.25
grant work		0.5			N	0.5
Property tax						0
Elections						0
PTO					4	4
Daily totals	3.5	7.5	3.25	6	4	
					Admin/Deputy Totals	24.25
Park/Rec						
Event planning		0.25	3.5	1.25	D	5
Meetings/prep					A	0
Social Media					Y	0
Daily totals	0	0.25	3.5	1.25	0	
					Park/Rec Totals	5
Utility						
Billing	4.5	0.5	0.25	0.75		6
Pub Works			1.25			1.25
Daily totals	4.5	0.5	1.5	0.75	0	7.25
					Utility Totals	6
Daily totals	8	8.25	8.25	8	4	
					Total hours	36.5

Report Date: 12/15/2025

12/08/2025 - 12/14/2025 [7 days]

Report Time: 8:26:48 AM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/08/2025 Mon	401 [STW]	08:12AM	12:12PM	4.0000000		4.00
12/09/2025 Tue	401 [STW]	08:01AM	12:03PM	4.0000000		4.00
12/10/2025 Wed	401 [STW]	07:51AM	11:15AM	3.5000000		3.50
12/11/2025 Thu	401 [STW]	08:08AM	12:09PM	4.0000000		4.00
12/12/2025 Fri	401 [STW]	08:04AM	12:01PM	4.0000000		4.00

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					
TOTALS		19.50		19.50					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *[Signature]*
Employee Signature

x *[Signature]*
Supervisor Signature

Mon 12/8 worked at RCC, Moved snow
 Tues 12/9 worked at RCC, glued tile in room 112, Moped bathroom
 and hallway floors
 wed 12/10 Plowed & salted side walks
 Thurs 12/11 worked at RCC, cleaned bathrooms, cleaned back room in
 room 112
 Fri 12/12 worked at RCC, put down mats in gym, sweep floor in MR room

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/15/2025

12/08/2025 - 12/14/2025 [7 days]

Report Time: 8:26:48 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
12/08/2025 Mon	301 [SEW]	05:57AM	11:18AM	5.2500000		8.00
	301 [SEW]	11:48AM	02:30PM	2.7500000		
12/09/2025 Tue	301 [SEW]	05:59AM	12:08PM	6.2500000		8.00
	301 [SEW]	12:38PM	02:37PM	1.7500000		
12/10/2025 Wed	301 [SEW]	06:04AM	11:32AM	5.5000000		8.00
	301 [SEW]	12:01PM	02:30PM	2.5000000		
12/11/2025 Thu	301 [SEW]	06:01AM	02:31PM	8.5000000		8.50
12/12/2025 Fri	301 [SEW]	06:17AM	11:19AM	5.0000000		8.00
	301 [SEW]	11:49AM*	02:43PM*	2.5000000	0.5000000	
12/13/2025 Sat	301 [SEW]	08:59AM	10:59AM*		2.0000000	2.00
12/14/2025 Sun	601 [WAW]	08:01AM	10:01AM*		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]									20.00
301 [SEW]	1[UNUSED]	40.00	2.50	42.50					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	4.50	44.50					20.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont Larkins

Weekly Work Log December 8-14

Monday 12/08/2025:

Water Daily Operations - 1 hours

Sewer Daily Operations - 3 hours

Moved snow – 4 hours

Tuesday 12/09/2025:

Water Daily Operations – 1 hours

Sewer Daily Operations – 3 hours

Moved snow – 4 hours

Wednesday 12/10/2025:

Water Daily Operations– 2 hours

Sewer Daily Operations, LSLI -6 hours

Thursday 12/11/2025

Water Daily Operations -1 hours

Sewer Daily Operations - 3 hours

Well Street valve install – 4 hours

Friday 12/12/2025:

Water Daily Operations – 1 hours

Sewer Daily Operations, cleaning sewer plant- 5 hours

Slushed streets -2 hours

Saturday 12/13/25:

Daily checks – 2 hours

Sunday 12/14/25:

Daily checks – 2 hours

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/15/2025

12/08/2025 - 12/14/2025 [7 days]

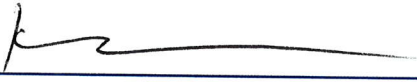
Report Time: 8:26:48 AM

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
12/08/2025 Mon	401 [STW]	06:58AM	11:55AM	5.0000000		8.00
	401 [STW]	12:25PM	03:29PM	3.0000000		
12/09/2025 Tue	401 [STW]	06:52AM	12:10PM	5.2500000		8.00
	401 [STW]	12:34PM	03:30PM	2.7500000		
12/10/2025 Wed	401 [STW]	06:01AM	12:00PM	6.0000000		8.75
	401 [STW]	12:25PM	03:17PM	2.7500000		
12/11/2025 Thu	401 [STW]	06:54AM	12:00PM	5.0000000		8.00
	401 [STW]	12:24PM	03:30PM	3.0000000		
12/12/2025 Fri	401 [STW]	06:58AM	12:00PM	5.0000000		7.50
	401 [STW]	12:25PM	02:53PM	2.2500000	0.2500000	

Summary - SP004 [MECKLEY, KEVIN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									32.00
3 [SICK]									44.00
6 [FH]									
401 [STW]	1[UNUSED]	40.00	0.25	40.25					
TOTALS		40.00	0.25	40.25					76.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Monday December 8th 2025

Snow clean up – 8 hours

Tuesday December 9th 2025

Snow clean up – 8 hours

Wednesday December 10th 2025

Salted – 2 hours

Moved snow – 5 hours

Washed truck and skid steer – 2 hours

Thursday December 11th 2025

Salted – 2 hours

Helped with water shut offs – 2 hours

Worked in shop – 4 hours

Friday December 12th 2025

Cleaned up and salted behind fire station – 3 hours

Rolled out mats – 1 hour

Got snow blower running – 1 hour

Cleared slush – 2 hours

Rolled up mats – 1 hour

Time Distribution Report.LC - Allocation of hours

Report Date: 12/23/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 7:59:24 AM

12/15/2025 - 12/21/2025 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	5.50	0.00	5.50
AD [General Admin]	511[CW]	22.75	0.00	22.75
SE [Sewer]	305[SADW]	4.25	0.00	4.25
WA [Water]	605[WADW]	4.25	0.00	4.25
AD001 [PHELAN, LORI L] Total:		36.75	0.00	36.75
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	31.25	0.00	31.25
PA [Parks]	101[PAW]	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
AD005 [RINIKER, MARJORIE] Total:		35.75	0.00	35.75
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	17.75	0.00	17.75
PW003 [JOHNSON, HARRY] Total:		17.75	0.00	17.75
Employee: PW007 [LARKINS, LAMONT]				
FM [FACILITES MAINTENANCE]	611[FMW]	9.50	0.00	9.50
SE [Sewer]	301[SEW]	16.75	0.25	17.00
SP [Streets Plowing]	401[STW]	4.25	0.00	4.25
WA [Water]	601[WAW]	9.50	2.00	11.50
PW007 [LARKINS, LAMONT] Total:		40.00	2.25	42.25
Employee: SP004 [MECKLEY, KEVIN]				
FM [FACILITES MAINTENANCE]	611[FMW]	16.25	0.00	16.25
SE [Sewer]	301[SEW]	1.00	0.00	1.00
SP [Streets Plowing]	401[STW]	8.00	0.00	8.00
ST [Streets]	401[STW]	13.75	0.00	13.75
WA [Water]	601[WAW]	1.00	0.00	1.00
SP004 [MECKLEY, KEVIN] Total:		40.00	0.00	40.00
Grand Totals:		170.25	2.25	172.50

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/22/2025
Report Time: 8:25:38 AM

12/15/2025 - 12/21/2025 [7 days]

AD001 [PHELAN, LORI L]					
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
12/15/2025 Mon	501 [TRW]	07:56AM	01:02PM	5.0000000		8.25
	501 [TRW]	01:31PM	04:44PM	3.2500000		
12/16/2025 Tue	501 [TRW]	08:02AM	11:45AM	3.7500000		8.00
	501 [TRW]	12:15PM*	04:37PM	4.2500000		
12/17/2025 Wed	501 [TRW]	07:59AM	01:12PM	5.2500000		8.25
	501 [TRW]	01:44PM	04:45PM	3.0000000		
12/18/2025 Thu	501 [TRW]	08:01AM	11:28AM	3.5000000		7.75
	501 [TRW]	12:09PM	04:30PM	4.2500000		
12/19/2025 Fri	501 [TRW]	08:01AM	12:25PM	4.5000000		4.50

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									54.00
3 [SICK]									70.75
6 [FH]									4.00
501 [TRW]	1[UNUSED]	36.75		36.75					
TOTALS		36.75		36.75					128.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Monday 12/15

- Clerk (7.25 hr)
 - HeyGov support-dog licenses
 - Email ICHC-Main Street snow plowing
 - Events/social media/website
 - Holiday Helper Event
 - Blood drive
 - Dog licenses available
- Utility
 - Final bill (1 hr)
 - Read route, move in/move out, mail final bill

Tuesday 12/16

- Clerk (1 hr)
 - 2025 Building permits sent to assessor
 - Income surveys prepped for door to door
 - WRS
- Treasurer (.5 hr)
 - Invoice entry
- Utility (6.5 hr)
 - Income surveys prepared for door to door

Wednesday 12/17

- Clerk (5.75 hr)
 - WRS
 - update employees
 - Pre-check reconciliation
 - Lincoln Life Insurance
- Treasurer (1.5 hr)
 - Remote deposit
 - Prop Taxes
 - Utility payments
 - Upload Direct Pay Utility
- Utility (1 hr)
 - Process direct pay accounts

Thursday 12/18

- Clerk
 - Timesheet allocations (1.5 hr)
 - WRS Insurance
 - New transaction application
 - access, video, next steps, support
- Treasurer
 - WRS reconciliation preview
 - Adjust employee deduction, Workhorse help
- Utility

Friday 12/19

- Clerk (2 hr)
 - Add 2026 BOT Meetings in Meetings/Agendas
 - Lincoln Life, AD&D, Disability
 - Life limits
 - Verify coverages
- Treasurer (2.25 hr)
 - Cancel Principal autopay
 - Holiday Helpers Event deposit

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/22/2025

12/15/2025 - 12/21/2025 [7 days]

Report Time: 8:25:38 AM

AD005 [RINIKER, MARJORIE]

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
12/15/2025 Mon	705 [ADSK]			7.5000000		7.50
12/16/2025 Tue	701 [ADSW]	07:57AM	01:02PM	5.0000000		
	701 [ADSW]	01:32PM*	04:30PM	3.0000000		8.00
12/17/2025 Wed	701 [ADSW]	07:53AM	01:53PM	6.0000000		
	701 [ADSW]	02:33PM	04:31PM	2.0000000		8.00
12/18/2025 Thu	701 [ADSW]	07:53AM	01:14PM	5.2500000		
	701 [ADSW]	01:51PM	04:29PM	2.7500000		8.00
12/19/2025 Fri	701 [ADSW]	07:55AM	12:09PM	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]									12.00
3 [SICK]					44.00		7.50		36.50
6 [FH]									4.00
701 [ADSW]	1[UNUSED]	28.25		28.25					
705 [ADSK]	1[UNUSED]	7.50		7.50					

TOTALS		35.75		35.75	44.00		7.50		52.50
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Marjorie Riniker
Employee Signature

x Lori L. Phelan
Supervisor Signature

Marj Riniker

Week of

12/15/2025	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences		0.25		0.5	0.25	1
Invoices		2.25	0.5	0.75		3.5
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)		0.5		0.25	0.5	1.25
Social Media (create content, monitor accts, posting)		1.75	1.5	3.5	0.25	7
Misc office work (filing/copies/phone/Cust Asst/ reports/ projects)		1.75	2.5	1.75	1.25	7.25
meetings - inperson or online						0
Clerk/treasurer						0
grant work			0.5			0.5
Property tax		1	1.25	0.5	0.5	3.25
Elections						0
PTO	7.5					7.5
Daily totals	7.5	7.5	6.25	7.25	2.75	
Admin/Deputy Totals						31.25
Park/Rec						
Event planning					1	1
Meetings/prep						0
Social Media						0
Daily totals	0	0	0	0	1	
Park/Rec Totals						1
Utility						
Billing		0.25	0.5	0.75	0.5	2
Pub Works		0.25	1.25			1.5
Daily totals	0	0.5	1.75	0.75	0.5	
Utility Totals						2.25
Daily totals	7.5	8	8	8	4.25	
Total hours						35.75

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/22/2025

12/15/2025 - 12/21/2025 [7 days]

Report Time: 8:25:38 AM

Item 5.

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
12/15/2025 Mon	401 [STW]	08:05AM	12:08PM	4.2500000		4.25
12/16/2025 Tue	401 [STW]	08:06AM	12:37PM	4.5000000		4.50
12/17/2025 Wed	401 [STW]	08:04AM	12:42PM	4.7500000		4.75
12/18/2025 Thu	401 [STW]	08:05AM	12:22PM	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]	17.75		17.75					
TOTALS		17.75		17.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *[Signature]*
Supervisor Signature

Mon 12/15 rolled up gym mats, sweep gym floor, cleaned out refrigerator
 put tables and chairs away, stocked bathrooms
 Tues 12/16 fixed water leak in kitchen, finished cleaning out refrigerator
 emptied garbage, check for no hot water
 Wed 12/17 insulated basement, lite pilot for hot water heater
 Thurs 12/18 cleaned kitchen, mopped floor

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/22/2025

12/15/2025 - 12/21/2025 [7 days]

Report Time: 8:25:38 AM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/15/2025 Mon	301 [SEW]	09:31AM	12:11PM	2.7500000		4.50
	301 [SEW]	12:37PM	02:37PM	1.7500000		
12/16/2025 Tue	301 [SEW]	05:46AM	12:45PM	7.0000000		8.25
	301 [SEW]	01:15PM*	02:34PM	1.2500000		
12/17/2025 Wed	301 [SEW]	06:04AM	12:01PM	6.0000000		9.50
	301 [SEW]	12:30PM	04:05PM	3.5000000		
12/18/2025 Thu	301 [SEW]	06:09AM	11:50AM	5.5000000		8.00
	301 [SEW]	12:18PM	02:40PM	2.5000000		
12/19/2025 Fri	301 [SEW]	06:08AM	11:32AM	5.2500000		8.00
	301 [SEW]	12:01PM	02:38PM	2.7500000		
12/20/2025 Sat	301 [SEW]	09:19AM	11:19AM*	1.7500000	0.2500000	2.00
12/21/2025 Sun	601 [WAW]	08:49AM	10:49AM*		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]									20.00
301 [SEW]	1[UNUSED]	40.00	0.25	40.25					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	2.25	42.25					20.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont Larkins**Weekly Work Log December 15-21****Monday 12/15/2025**

LCLI, catch up on paperwork 4.5 - hours

Tuesday 12/16/2025:

Water Daily Operations – 1 hours

Sewer Daily Operations – 3 hours

Slushed off main Street – 4 hours

Wednesday 12/17/2025:

Water Daily Operations– 1 hour

Sewer Daily Operations - 3 hours

Community center water – ^{5.5}4 hours

Thursday 12/18/2025

Water Daily Operations -1 hour

Sewer Daily Operations - 3 hours

Community center water – 4 hours

Friday 12/19/2025:

Water Daily Operations – 2 hours

Sewer Daily Operations, cleaning sewer plant- 6 hours

Saturday 12/20/25:

Daily checks – 2 hours

Sunday 12/21/25:

Daily checks – 2 hours

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/22/2025

12/15/2025 - 12/21/2025 [7 days]

Report Time: 8:25:38 AM

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
12/15/2025 Mon	401 [STW]	06:41AM	12:00PM	5.2500000		8.25
	401 [STW]	12:24PM	03:29PM	3.0000000		
12/16/2025 Tue	401 [STW]	06:54AM	12:00PM	5.0000000		8.00
	401 [STW]	12:25PM	03:30PM	3.0000000		
12/17/2025 Wed	401 [STW]	06:55AM	12:00PM	5.0000000		8.25
	401 [STW]	12:25PM	03:52PM	3.2500000		
12/18/2025 Thu	401 [STW]	06:58AM	11:55AM	5.0000000		8.00
	401 [STW]	12:22PM	03:29PM	3.0000000		
12/19/2025 Fri	401 [STW]	06:58AM	12:00PM	5.0000000		7.50
	401 [STW]	12:25PM	03:03PM	2.5000000		

Summary - SP004 [MECKLEY, KEVIN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									32.00
3 [SICK]									44.00
6 [FH]									
401 [STW]	1[UNUSED]	40.00		40.00					
TOTALS		40.00		40.00					76.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Monday December 15th 2025

Treatment plant and rounds – 2 hours

Salted – 1 hour

Rolled up mats – 1 hour

Equipment maintenance – 4 hours

Tuesday December 16th 2025

Salted – 2 hours

Fixed salter – 2 hours

Cleaned up Main St. – 4 Hours

Wednesday December 17th 2025

Worked at Comunity Center – 8 Hours

Thursday December 18th 2025

Worked at Comunity Center – 8 Hours

Friday December 19th 2025

Worked at Comunity Center – 1 hour

Cleaned up snow on Main St. and Grove St. – 2 hours

Helped Michelle unload food for baskets – 1 hour

Worked in shop – 4 hours

Summary Report.TA - No distribution

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

12/22/2025 - 01/04/2026 [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
LOC: 1 [Village of Ridgeway]											
DEPT: PD [Police]											
GORHAM, MICHAEL [PD011]		60.25		-0.25	20.00						80.00
PD [Police] Total:		60.25	0.00	-0.25	20.00	0.00	0.00	0.00		0.00	80.00
Head Count:											1
1 [Village of Ridgeway] Total:		60.25	0.00	-0.25	20.00	0.00	0.00	0.00		0.00	80.00
Head Count:											1
Grand Total:		60.25	0.00	-0.25	20.00	0.00	0.00	0.00		0.00	80.00
Head Count:											1

END OF REPORT

Summary Report.TA - No distribution

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/29/2025

12/22/2025 - 12/28/2025 [7 days]

Report Time: 9:45:50 AM

PD011 [GORHAM, MICHAEL]									
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
12/22/2025 Mon	201 [POW]	01:29PM*	09:17PM*	7.7500000		7.75
12/23/2025 Tue	201 [POW]	07:11PM	10:30PM*	3.2500000		3.25
12/24/2025 Wed	202 [POH]			4.0000000		4.00
12/25/2025 Thu	202 [POH]			8.0000000		8.00
12/26/2025 Fri	201 [POW]	12:45PM	10:30PM	9.7500000		9.75
12/27/2025 Sat	201 [POW]	03:00PM*	09:31PM*	6.5000000		6.50

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									
3 [SICK]									66.50
6 [FH]									
201 [POW]	1[UNUSED]	27.25		27.25					
202 [POH]	1[UNUSED]	12.00		12.00					
TOTALS		39.25		39.25					66.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 01/05/2026

12/29/2025 - 01/04/2026 [7 days]

Report Time: 4:08:50 PM

PD011 [GORHAM, MICHAEL]			
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
12/29/2025 Mon	201 [POW]	01:14PM	09:18PM	8.0000000		8.00
12/30/2025 Tue	201 [POW]	02:55PM	10:43PM	7.7500000		7.75
01/01/2026 Thu	202 [POH]			8.0000000		8.00
01/02/2026 Fri	201 [POW]	09:00AM*	10:30AM*	1.5000000		
	201 [POW]	04:24PM	11:29PM	7.0000000		8.50
01/03/2026 Sat	201 [POW]	01:24PM	10:09PM	8.7500000		8.75
01/04/2026 Sun	208 [PADJ]			-0.2500000		-0.25

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]						120.00			120.00
3 [SICK]					66.50	4.00			70.50
6 [FH]						8.00			8.00
201 [POW]	1[UNUSED]	33.00		33.00					
202 [POH]	1[UNUSED]	8.00		8.00					
208 [PADJ]	1[UNUSED]	-0.25		-0.25					
TOTALS		40.75		40.75	66.50	132.00			198.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Work log hours for timesheet allocations per 2026 budget

12/22-28/25							12/29/25-01/04/26							Totals								
Reg	OT	Vacation	Holiday	Sick			Reg	OT	Vacation	Holiday	Sick			Reg	OT	Vacation	Holiday	Sick				
work hours		16.00	0.00	16.00	4.00	36.00	work hours		29.50	0.00	8.00	0.00	37.50	Lori	45.50	0.00	0.00	24.00	4.00	73.50		
Dept Percent							Dept Percent							Dept								
C/T	87.00%	13.92	0.00	0.00	13.92	3.48	C/T	87.00%	25.67	0.00	0.00	6.96	0.00	C/T	39.59	0.00	0.00	20.88	3.48	63.95		
SewerAdm	5.00%	0.80	0.00	0.00	0.80	0.20	SewerAdm	5.00%	1.48	0.00	0.00	0.40	0.00	SewerAdm	2.28	0.00	0.00	1.20	0.20	3.68		
Election Adm	3.00%	0.48	0.00	0.00	0.48	0.12	Election Adm	3.00%	0.89	0.00	0.00	0.24	0.00	Election Adm	1.37	0.00	0.00	0.72	0.12	2.21		
WaterAdm	5.00%	0.80	0.00	0.00	0.80	0.20	WaterAdm	5.00%	1.48	0.00	0.00	0.40	0.00	WaterAdm	2.28	0.00	0.00	1.20	0.20	3.68		
work hours		20.75	0.00	0.00	16.00	0.00	36.75	work hours		20.25	0.00	8.00	8.00	0.00	36.25	Marj	41	0	8	24	0	73.00
Dept Percent							Dept Percent							Dept								
AdmSvs	65.00%	13.49	0.00	0.00	10.40	0.00	AdmSvs	65.00%	13.16	0.00	5.20	5.20	0.00	AdmSvs	26.65	0.00	5.20	15.60	0.00	47.45		
SewerAdm	5.00%	1.04	0.00	0.00	0.80	0.00	SewerAdm	5.00%	1.01	0.00	0.40	0.40	0.00	SewerAdm	2.05	0.00	0.40	1.20	0.00	3.65		
WaterAdm	5.00%	1.04	0.00	0.00	0.80	0.00	WaterAdm	5.00%	1.01	0.00	0.40	0.40	0.00	WaterAdm	2.05	0.00	0.40	1.20	0.00	3.65		
Park Wages	25.00%	5.19	0.00	0.00	4.00	0.00	Park Wages	25.00%	5.06	0.00	2.00	2.00	0.00	Park Wages	10.25	0.00	2.00	6.00	0.00	18.25		
work hours		15.00				15.00	work hours		16.50				16.50	Harry	31.5					31.50		
Dept Percent							Dept Percent							Dept								
Park	28.00%	4.20					Park	28.00%	4.62					Park	8.82		0.00	0.00	0.00	8.82		
Sewer	1.00%	0.15					Sewer	1.00%	0.17					Sewer	0.32		0.00	0.00	0.00	0.32		
Water	1.00%	0.15					Water	1.00%	0.17					Water	0.32		0.00	0.00	0.00	0.32		
Street	43.00%	6.45					Street	43.00%	7.10					Street	13.55		0.00	0.00	0.00	13.55		
FacMaint	26.00%	3.90					FacMaint	26.00%	4.29					FacMaint	8.19		0.00	0.00	0.00	8.19		
work hours		29.00	0.00	12.00	0.00	41.00	work hours		40.00	0.75	0.00	8.00	0.00	48.75	Lamont	69.00	0.75				89.75	
Dept Percent							Dept Percent							Dept								
Streets	6.00%	1.74	0.00	0.00	0.72		Streets	6.00%	2.40	0.05	0.00	0.48	0.00	Streets	4.14	0.05	0.00	1.20	0.00	5.39		
Sewer	72.00%	20.88	0.00	0.00	8.64		Sewer	72.00%	28.80	0.54	0.00	5.76	0.00	Sewer	49.68	0.54	0.00	14.40	0.00	64.62		
Water	22.00%	6.38	0.00	0.00	2.64		Water	22.00%	8.80	0.17	0.00	1.76	0.00	Water	15.18	0.17	0.00	4.40	0.00	19.75		
work hours		20.00	0.00	12.00	12.00	0.00	44.00	work hours		32.50	0.00	8.00	0.00	40.50	Kevin	52.5	0	12	20	0	84.50	
Dept Percent							Dept Percent							Dept								
Park	20.00%	4.00	0.00	2.40	2.40	0.00	Park	20.00%	6.50	0.00	0.00	1.60	0.00	Park	10.50	0.00	2.40	4.00	0.00	16.90		
Sewer	5.00%	1.00	0.00	0.60	0.60	0.00	Sewer	10.00%	3.25	0.00	0.00	0.80	0.00	Sewer	4.25	0.00	0.60	1.40	0.00	6.25		
Water	5.00%	1.00	0.00	0.60	0.60	0.00	Water	10.00%	3.25	0.00	0.00	0.80	0.00	Water	4.25	0.00	0.60	1.40	0.00	6.25		
Streets	70.00%	14.00	0.00	8.40	8.40	0.00	Streets	60.00%	19.50	0.00	0.00	4.80	0.00	Streets	33.50	0.00	8.40	13.20	0.00	55.10		

Time Distribution Report.LC - Allocation of hours

Report Date: 01/06/2026

Primary Sort By: Employee;DEPT(G2)

Report Time: 3:16:33 PM

12/22/2025 - 12/28/2025 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	12.50	0.00	12.50
AD [General Admin]	502[TRH]	6.00	0.00	6.00
AD [General Admin]	503[TRS]	2.00	0.00	2.00
AD [General Admin]	505[TCFH]	2.00	0.00	2.00
AD [General Admin]	511[CW]	2.50	0.00	2.50
AD [General Admin]	512[CH]	6.00	0.00	6.00
AD [General Admin]	513[CS]	2.00	0.00	2.00
AD [General Admin]	515[CFH]	2.00	0.00	2.00
WA [Water]	605[WADW]	1.00	0.00	1.00
AD001 [PHELAN, LORI L] Total:		36.00	0.00	36.00
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	12.25	0.00	12.25
AD [General Admin]	702[ADSH]	12.00	0.00	12.00
AD [General Admin]	706[ADSF]	4.00	0.00	4.00
PA [Parks]	101[PAW]	0.25	0.00	0.25
SE [Sewer]	305[SADW]	2.50	0.00	2.50
WA [Water]	605[WADW]	5.75	0.00	5.75
AD005 [RINIKER, MARJORIE] Total:		36.75	0.00	36.75
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	15.00	0.00	15.00
PW003 [JOHNSON, HARRY] Total:		15.00	0.00	15.00
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	29.00	0.00	29.00
SE [Sewer]	302[SEH]	8.65	0.00	8.65
ST [Streets]	402[STH]	0.75	0.00	0.75
WA [Water]	602[WAH]	2.60	0.00	2.60
PW007 [LARKINS, LAMONT] Total:		41.00	0.00	41.00
Employee: SP004 [MECKLEY, KEVIN]				
SE [Sewer]	301[SEW]	4.00	0.00	4.00
ST [Streets]	401[STW]	12.00	0.00	12.00
ST [Streets]	402[STH]	12.00	0.00	12.00
ST [Streets]	404[STV]	12.00	0.00	12.00
WA [Water]	601[WAW]	4.00	0.00	4.00
SP004 [MECKLEY, KEVIN] Total:		44.00	0.00	44.00
Grand Totals:		172.75	0.00	172.75

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/29/2025

12/22/2025 - 12/28/2025 [7 days]

Report Time: 9:57:10 AM

AD001 [PHELAN, LORI L]					
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
12/22/2025 Mon	503 [TRS]			2.0000000		7.50
	501 [TRW]	08:00AM	11:34AM	3.5000000		
	513 [CS]			2.0000000		
12/23/2025 Tue	501 [TRW]	07:29AM	12:18PM	4.7500000		8.50
	501 [TRW]	12:49PM	04:31PM	3.7500000		
12/24/2025 Wed	502 [TRH]			2.0000000		8.00
	501 [TRW]	07:58AM	12:01PM	4.0000000		
	512 [CH]			2.0000000		
12/25/2025 Thu	512 [CH]			4.0000000		8.00
	502 [TRH]			4.0000000		
	515 [CFH]			2.0000000		
12/26/2025 Fri	505 [TCFH]			2.0000000		4.00

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									54.00
3 [SICK]					70.75		4.00		66.75
6 [FH]					4.00		4.00		
501 [TRW]	1[UNUSED]	16.00		16.00					
502 [TRH]	1[UNUSED]	6.00		6.00					
503 [TRS]	1[UNUSED]	2.00		2.00					
505 [TCFH]	1[UNUSED]	2.00		2.00					
512 [CH]	1[UNUSED]	6.00		6.00					
513 [CS]	1[UNUSED]	2.00		2.00					
515 [CFH]	1[UNUSED]	2.00		2.00					
TOTALS		36.00		36.00	74.75		8.00		120.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Monday 12/22 Sick 4.5 hrs

- Clerk (3 hrs)
 - Review, print & distribute timesheets
 - Principal and Lincoln insurance
 - Principal billing
 - Lincoln benefit limit
- Utility (.5 hr)
 - LSLI door hangers

Tuesday 12/23

- Clerk (1 hr)
 - Allocate timesheets
- Treasurer (7 hr)
 - Calculate payroll
 - Upload to FSB
 - Post
 - Submit and pay December 941, W6 and WRS
 - Prepare 4th Qtr 941
 - 4th Qtr unemployment reports uploaded
 - Courier deposit
 - Holiday helper donations
 - General fund
 - Remote deposit-prop tax
- Utility (.5 hr)
 - Contact property owner, tenant account

Wednesday 12/24 Christmas Eve

- Clerk
 - Holiday 2 hrs
- Treasurer
 - Holiday Helper
 - CC receipt entry
 - Reconcile CC
 - Holiday 2 hrs

Thursday 12/25 Christmas Day

- Clerk -Holiday 4 hrs.
- Treasurer - Holiday 4 hrs

Friday 12/26-4 hrs Floating Holiday

- Clerk -FH 2 hrs.
- Treasurer - FH 2 hrs

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/29/2025

12/22/2025 - 12/28/2025 [7 days]

Report Time: 9:45:50 AM

AD005 [RINIKER, MARJORIE]

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
12/22/2025 Mon	701 [ADSW]	07:54AM	04:29PM	8.5000000		8.50
12/23/2025 Tue	701 [ADSW]	07:50AM	01:47PM	6.0000000		
12/24/2025 Wed	701 [ADSW]	02:21PM	04:30PM	2.2500000		8.25
	702 [ADSH]			4.0000000		
12/25/2025 Thu	701 [ADSW]	07:53AM	12:00PM	4.0000000		8.00
	702 [ADSH]			8.0000000		8.00
12/26/2025 Fri	706 [ADSF]			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]									12.00
3 [SICK]									36.50
6 [FH]					4.00		4.00		
701 [ADSW]	1[UNUSED]	20.75		20.75					
702 [ADSH]	1[UNUSED]	12.00		12.00					
706 [ADSF]	1[UNUSED]	4.00		4.00					

TOTALS		36.75		36.75	4.00		4.00		48.50
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Marj Riniker
Employee Signature

x Lori Phelan
Supervisor Signature

Marj Riniker

Week of

12/22/2025	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences	0.5	1	0.25	h	f	1.75
Invoices		0.75		o	l	0.75
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)	0.5	0.25		l	o	0.75
Social Media (create content, moniter accts, posting)	1	0.5		i	a	1.5
Misc office work (filing/copies/phone/Cus t Asst/ reports/ projects)	0.5	1.25	0.75	d	t	2.5
meetings - inperson or online				a		0
Clerk/treasurer				y	h	0
grant work					o	0
Property tax	3	1.75	0.25		l	5
Elections					i	0
PTO			4	8	4	16
Daily totals	5.5	5.5	5.25	8	4	
Admin/Deputy Totals						28.25
Park/Rec						
Event planning			0.25		d	0.25
Meetings/prep					a	0
Social Media					y	0
Daily totals	0	0	0.25	0	0	
Park/Rec Totals						0.25
Utility						
Billing	2	2.25	0.75			5
Pub Works	1	0.5	1.75			
Daily totals	3	2.75	2.5	0	0	
Utility Totals						5
Daily totals	8.5	8.25	8	8	4	
Total hours						36.75

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/29/2025

12/22/2025 - 12/28/2025 [7 days]

Report Time: 9:45:50 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
12/22/2025 Mon	611 [FMW]	08:07AM	12:08PM	4.2500000		4.25
12/23/2025 Tue	611 [FMW]	08:06AM	12:20PM	4.2500000		4.25
12/24/2025 Wed	611 [FMW]	08:02AM	11:58AM	4.0000000		4.00
12/26/2025 Fri	611 [FMW]	07:56AM	10:27AM	2.5000000		2.50

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
611 [FMW]	1[UNUSED]	15.00		15.00					
TOTALS		15.00		15.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *[Signature]*
Supervisor Signature

Mon 12/22 Stacked bathrooms, took cred board to dumpster, swept board room floor, removed tables from board room
 Tue 12/23 sweep floors, replaced light bulb in basement set up tables and chairs in Mt room, moped floors
 Wed 12/24 unplugged toilet in mens bath room, emptied garbage cleaned both rooms, vacuumed south entrance
 Fri 12/26 Clean Mt room, moped bathroom floors, ~~vacuumed south entrance~~ opened fire

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/29/2025

12/22/2025 - 12/28/2025 [7 days]

Report Time: 9:45:50 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
12/22/2025 Mon	301 [SEW]	05:59AM	11:55AM	6.0000000		8.00
	301 [SEW]	12:25PM	02:30PM	2.0000000		
12/23/2025 Tue	301 [SEW]	06:06AM	11:37AM	5.5000000		8.00
	301 [SEW]	12:07PM*	02:37PM*	2.5000000		
12/24/2025 Wed	402 [STH]			0.2500000		8.50
	302 [SEH]			2.9000000		
	602 [WAH]			0.8500000		
	301 [SEW]	06:18AM	10:40AM*	4.5000000		
12/25/2025 Thu	402 [STH]			0.5000000		11.50
	302 [SEH]			5.7500000		
	602 [WAH]			1.7500000		
	301 [SEW]	06:39AM	10:12AM	3.5000000		
12/26/2025 Fri	301 [SEW]	06:01AM	11:00AM	5.0000000		5.00

Summary - PW007 [LARKINS, LAMONT]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]									20.00
301 [SEW]	1[UNUSED]	29.00		29.00					
302 [SEH]	1[UNUSED]	8.65		8.65					
402 [STH]	1[UNUSED]	0.75		0.75					
602 [WAH]	1[UNUSED]	2.60		2.60					
TOTALS		41.00		41.00					20.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont Larkins

Weekly Work Log December 22-26

Monday 12/22/2025:

Water Daily operations – 2 hours

Sewer Daily operations – 3 hours

LSLI and LCR – 3 hours

Tuesday 12/23/2025:

Water Daily Operations, LSLI,LCR, and meters – 5 hours

Sewer Daily Operations – 3 hours

Wednesday 12/24/2025:

Water Daily Operations– 1 hour

Sewer Daily Operations - 3 hours

Holiday – 4 hours

Thursday 12/25/2025:

Water Daily Operations -1 hour

Sewer Daily Operations - 3 hours

Holiday – 4 hours

Friday 12/26/2025:

Water Daily Operations – 1 hour

Sewer Daily Operations, cleaning sewer plant- 4 hours

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 12/29/2025

12/22/2025 - 12/28/2025 [7 days]

Report Time: 10:00:54 AM

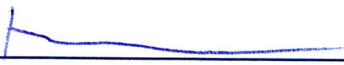
SP004 [MECKLEY, KEVIN]

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
12/22/2025 Mon	401 [STW]	06:57AM	12:00PM	5.0000000		8.00
	401 [STW]	12:25PM	03:29PM	3.0000000		
12/23/2025 Tue	401 [STW]	06:53AM	12:00PM	5.0000000		8.00
	401 [STW]	12:26PM	03:30PM	3.0000000		
12/24/2025 Wed	404 [STV]			4.0000000		8.00
	402 [STH]			4.0000000		
12/25/2025 Thu	402 [STH]			8.0000000		8.00
12/26/2025 Fri	404 [STV]			8.0000000		8.00
12/27/2025 Sat	301 [SEW]	08:47AM	10:47AM*	2.0000000		2.00
12/28/2025 Sun	601 [WAW]	05:45AM	07:45AM*	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]					32.00		12.00		20.00
3 [SICK]									44.00
6 [FH]									
301 [SEW]	1[UNUSED]	2.00		2.00					
401 [STW]	1[UNUSED]	16.00		16.00					
402 [STH]	1[UNUSED]	12.00		12.00					
404 [STV]	1[UNUSED]	12.00		12.00					
601 [WAW]	1[UNUSED]	2.00		2.00					
TOTALS		44.00		44.00	32.00		12.00		64.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Monday December 22nd 2025

Fixed water valve – 1 hour

Fixed Sign on Main St. – 2 hours

Door hangers 1 hour

Worked in shop – 4 hours

Tuesday December 23rd 2025

Installed water meters – 2 hours

Worked on UTV plow – 2 hours

Fixed salt spreader – 3 hours

Washed truck – 1 hour

Wednesday December 24th 2025

vacation day

Thursday December 25th 2025

Holiday

Friday December 26th 2025

Vacation day

Saturday December 27th 2025

Weekend rounds – 2 hours

Sunday December 28th2025

Weekend rounds – 2 hours

Time Distribution Report.LC - Allocation of hours

Report Date: 01/06/2026

Primary Sort By: Employee;DEPT(G2)

Report Time: 4:04:13 PM

12/29/2025 - 01/04/2026 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	19.50	0.00	19.50
AD [General Admin]	502[TRH]	4.00	0.00	4.00
AD [General Admin]	511[CW]	8.00	0.00	8.00
AD [General Admin]	512[CH]	4.00	0.00	4.00
SE [Sewer]	305[SADW]	1.00	0.00	1.00
WA [Water]	605[WADW]	1.00	0.00	1.00
AD001 [PHELAN, LORI L] Total:		37.50	0.00	37.50
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	12.25	0.00	12.25
AD [General Admin]	702[ADSH]	8.00	0.00	8.00
AD [General Admin]	704[ADSV]	8.00	0.00	8.00
PA [Parks]	101[PAW]	0.50	0.00	0.50
SE [Sewer]	305[SADW]	3.75	0.00	3.75
WA [Water]	605[WADW]	3.75	0.00	3.75
AD005 [RINIKER, MARJORIE] Total:		36.25	0.00	36.25
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	9.50	0.00	9.50
SP [Streets Plowing]	401[STW]	7.00	0.00	7.00
PW003 [JOHNSON, HARRY] Total:		16.50	0.00	16.50
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	18.75	0.00	18.75
SE [Sewer]	302[SEH]	2.00	0.00	2.00
SP [Streets Plowing]	401[STW]	5.00	0.00	5.00
WA [Water]	601[WAW]	16.25	0.75	17.00
WA [Water]	602[WAH]	6.00	0.00	6.00
PW007 [LARKINS, LAMONT] Total:		48.00	0.75	48.75
Employee: SP004 [MECKLEY, KEVIN]				
SE [Sewer]	301[SEW]	2.00	0.00	2.00
SP [Streets Plowing]	401[STW]	14.50	0.00	14.50
ST [Streets]	401[STW]	12.00	0.00	12.00
ST [Streets]	402[STH]	8.00	0.00	8.00
WA [Water]	601[WAW]	4.00	0.00	4.00
SP004 [MECKLEY, KEVIN] Total:		40.50	0.00	40.50
Grand Totals:		178.75	0.75	179.50

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 01/05/2026

12/29/2025 - 01/04/2026 [7 days]

Report Time: 8:12:26 AM

AD001 [PHELAN, LORI L]					
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
12/29/2025 Mon	501 [TRW]	08:04AM	12:44PM	4.7500000		8.50
	501 [TRW]	01:18PM	04:54PM	3.7500000		
12/30/2025 Tue	501 [TRW]	07:54AM	12:17PM	4.2500000		8.00
	501 [TRW]	12:46PM	04:35PM	3.7500000		
12/31/2025 Wed	501 [TRW]	08:03AM	11:57AM	4.0000000		8.00
	501 [TRW]	12:32PM	04:30PM	4.0000000		
01/01/2026 Thu	502 [TRH]			8.0000000		8.00
01/02/2026 Fri	501 [TRW]	07:59AM	01:02PM	5.0000000		5.00

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					54.00	160.00			214.00
3 [SICK]					66.75	4.00			70.75
6 [FH]						8.00			8.00
501 [TRW]	1[UNUSED]	29.50		29.50					
502 [TRH]	1[UNUSED]	8.00		8.00					
TOTALS		37.50		37.50	120.75	172.00			292.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Monday 12/29

- Clerk
 - Allocate vacation/holiday (1 hr)
 - Review, print & distribute timesheets (1 hr)
 - Add 2026 Holidays in time system (.5 hr)
 - Update 2026 wages (1.5 hr)
 - Update 2026 benefit deductions (1 hr)
- Treasurer
 - Contact GB-returns not yet picked up from food stand
 - Mail Q4 941 report
 - Property Tax
 - Receipting
 - Remote deposit

Tuesday 12/30

- Clerk (1 hr)
 - PWS&H Committee meeting draft agenda
 - Pet licensing
- Treasurer (5 hrs)
 - Remote deposit
 - Tax receipting
 - Bank reconciliation preparation
- Utility (2 hrs)
 - Online payment processing
 - Account payment correction
 - Customer account updates

Wednesday 12/31

- Clerk (1 hr)
 - Social post, website notice-Spring election (1 hr)
- Treasurer (7 hr)
 - Receipts
 - Online payments
 - Utility
 - Property tax
 - Deposits
 - Remote
 - Courier
 - Property Tax duplicate payment refund to CC
 - Credit card transactions
 - ACH payments processing

Thursday 1/1/26 New Year's Day

- Clerk - Holiday (4 hrs)
- Treasurer - Holiday (4 hrs)

Friday 1/2/26

- Clerk (1 hr)
 - Post sick time accruals
 - PWS&H Comm meeting
 - Agenda-Prepare, post, notifications
 - Minutes-draft
- Treasurer (4 hr)
 - Dec interest receipts processed
 - Bank reconciliation-mark transactions
 - CC reconciliation-CitiBank

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 01/05/2026

12/29/2025 - 01/04/2026 [7 days]

Report Time: 8:12:26 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
12/29/2025 Mon	701 [ADSW]	07:53AM	04:01PM	8.0000000		8.00
12/30/2025 Tue	704 [ADSV]			8.0000000		8.00
12/31/2025 Wed	701 [ADSW]	07:52AM	10:29AM	2.7500000		
	701 [ADSW]	11:36AM	04:38PM	5.2500000		8.00
01/01/2026 Thu	702 [ADSH]			8.0000000		8.00
01/02/2026 Fri	701 [ADSW]	07:55AM	12:12PM	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]					12.00	80.00	8.00		84.00
3 [SICK]					36.50	4.00			40.50
6 [FH]						8.00			8.00
701 [ADSW]	1[UNUSED]	20.25		20.25					
702 [ADSH]	1[UNUSED]	8.00		8.00					
704 [ADSV]	1[UNUSED]	8.00		8.00					
TOTALS		36.25		36.25	48.50	92.00	8.00		132.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

Marj Riniker
Employee Signature

x *Lai L. Phelan*
Supervisor Signature

Marj Riniker

Week of

12/29/2025	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences	0.25	v	1	h	0.5	1.75
Invoices	0.75	a	0.5	o	1.75	3
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)		c	0.5	l		0.5
Social Media (create content, moniter accts, posting)	0.5	a	0.25	i		0.75
Misc office work (filing/copies/phone/Cus t Asst/ reports/ projects)	0.5	t	1	d	0.75	2.25
meetings - inperson or online		i		a		0
Clerk/treasurer		o		y		0
grant work		n				0
Property tax	3		0.5		0.5	4
Elections						0
PTO		8		8		16
Daily totals	5	8	3.75	8	3.5	
Admin/Deputy Totals						28.25
Park/Rec						
Event planning						0
Meetings/prep					0.5	0.5
Social Media						0
Daily totals	0	0	0	0	0.5	
Park/Rec Totals						0.5
Utility						
Billing	3		4.25		0.25	7.5
Pub Works - water						
Daily totals	3	0	4.25	0	0.25	
Utility Totals						7.5
Daily totals	8	8	8	8	4.25	
Total hours						36.25

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
12/29/2025 Mon	401 [STW]	07:41AM	11:44AM	4.0000000		4.00
12/30/2025 Tue	401 [STW]	08:01AM	12:04PM	4.0000000		4.00
12/31/2025 Wed	401 [STW]	07:54AM	12:14PM	4.2500000		4.25
01/02/2026 Fri	401 [STW]	08:03AM	12:08PM	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]	16.50		16.50					
TOTALS		16.50		16.50					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *[Signature]*
Supervisor Signature

Mon 12/29 Plowed snow
 Tues 12/30 Put away tables and chairs in MP room, Moped floor in MP room, salted sidewalks
 wed 12/31 Plowed & salted sidewalks, worked at RCC
 Fri 1/2 cleaned up MP room from blood drive, taped upstairs room for painting

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 01/05/2026

12/29/2025 - 01/04/2026 [7 days]

Report Time: 8:12:27 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
12/29/2025 Mon	301 [SEW]	05:32AM	12:04PM	6.5000000		8.50
	301 [SEW]	12:34PM	02:32PM	2.0000000		
12/30/2025 Tue	301 [SEW]	05:58AM	12:00PM	6.0000000		8.00
	301 [SEW]	12:30PM	02:33PM	2.0000000		
12/31/2025 Wed	301 [SEW]	05:50AM	12:00PM	6.2500000		8.25
	301 [SEW]	12:30PM	02:37PM	2.0000000		
01/01/2026 Thu	302 [SEH]			4.0000000		12.00
	301 [SEW]	06:13AM	10:19AM	4.0000000		
	602 [WAH]			4.0000000		
01/02/2026 Fri	301 [SEW]	06:08AM	12:00PM	5.7500000		8.00
	301 [SEW]	12:29PM	02:38PM	2.2500000		
01/03/2026 Sat	301 [SEW]	08:32AM	10:32AM*	2.0000000		2.00
01/04/2026 Sun	601 [WAW]	08:15AM	10:15AM*	1.2500000	0.7500000	2.00

Summary - PW007 [LARKINS, LAMONT]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]						80.00			80.00
3 [SICK]					20.00	4.00			24.00
6 [FH]						8.00			8.00
301 [SEW]	1[UNUSED]	38.75		38.75					
302 [SEH]	1[UNUSED]	4.00		4.00					
601 [WAW]	1[UNUSED]	1.25	0.75	2.00					
602 [WAH]	1[UNUSED]	4.00		4.00					
TOTALS		48.00	0.75	48.75	20.00	92.00			112.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont Larkins**Weekly Work Log December 29- January 4****Monday 12/29/2025:**

Water Daily operations, door hangers – 2 hours

Sewer Daily operations – 2.5 hours

plowed snow – 4 hours

Tuesday 12/30/2025:

Water Daily Operations, LSLI,LCR, and meters – 5 hours

Sewer Daily Operations – 3 hours

Wednesday 12/31/2025:

Water Daily Operations, LSLI – 4 hours

Sewer Daily Operations - 4 hours

Thursday 01/01/2026:

Water Daily Operations -1 hour

Sewer Daily Operations - 2 hours

Salted Roads – 1 hour

Holiday – 8 hours

Friday 01/02/2026:

Water Daily Operations, LSLI – 3 hours

Sewer Daily Operations, cleaning sewer plant- 5 hours

Saturday 01/03/26:

System checks – 2 hours

Sunday 01/04/26:

System checks – 2 hours

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 01/05/2026

12/29/2025 - 01/04/2026 [7 days]

Report Time: 8:12:27 AM

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
12/29/2025 Mon	401 [STW]	05:02AM	12:00PM	7.0000000		8.50
	401 [STW]	12:26PM	02:02PM	1.5000000		
12/30/2025 Tue	401 [STW]	06:56AM	12:00PM	5.0000000		8.00
	401 [STW]	12:28PM	03:28PM	3.0000000		
12/31/2025 Wed	401 [STW]	06:57AM	12:00PM	5.0000000		8.00
	401 [STW]	12:27PM	03:28PM	3.0000000		
01/01/2026 Thu	402 [STH]			8.0000000		8.00
01/02/2026 Fri	401 [STW]	06:55AM	12:00PM	5.0000000		8.00
	401 [STW]	12:28PM	03:29PM	3.0000000		

Summary - SP004 [MECKLEY, KEVIN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					20.00	80.00			100.00
3 [SICK]					44.00	4.00			48.00
6 [FH]						8.00			8.00
401 [STW]	1[UNUSED]	32.50		32.50					
402 [STH]	1[UNUSED]	8.00		8.00					
TOTALS		40.50		40.50	64.00	92.00			156.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Monday December 29th 2025

Plowed snow – 5 hours

Meter read – 2 hours

installed water meter – 1 hour

Tuesday December 30th 2025

Cleaned up Main St. – 4 hours

Did door hangers – 1 hour

Worked on shop – 3 hours

Wednesday December 31st 2025

Cleaned up slush – 3 hours

Farm N Fleet run 1 hour

Checked garbages – 1 hour

Door hangers – 1 hour

Worked in shop – 1 hour

Washed truck – 1 hour

Thursday January 1st 2026

Holiday

Friday January 2nd 2026

Loaded salt – 1 hour

instaled water meter – 1 hour

Salted – 1 hour

Shop work – 5 hours

Online payments

Utility & tax payments

Find your billing account to see bills and balance.

Account number *

000-0000-00

Name

Last name or Company

Address

13 Main St

Find account

Administration

SHOW LESS



Community Center Donations



Dog License
From \$1



Dog Park Donations



Holiday Helpers Donations



Parking Tickets



Rental Fees

Property Taxes



Property Tax

☰ Payments history

1/05/2026 12:35 PM

Treasurer's Report
All Banks
12/01/2025 Thru: 12/31/2025

Page: 1
ACCT

11/30/2025 Balance: 1,576,057.70

Checks: -182,912.30

Receipts: 759,659.66

Other Cash Transactions: 0.00

12/31/2025 Balance: 2,152,805.06

1/05/2026 12:35 PM

Treasurer's Report
All Banks

Page: 2
ACCT

12/01/2025 Thru: 12/31/2025

Post Date	Type	Trans ID	Description	Amount
12/01/2025	JE	GEN-2184	Entry to record Dec 2025 hydrant rental	-6,015.00
12/01/2025	JE	WAT-1542	Entry to record WF Dec 2025 monthly entries	6,015.00

Others Cash Transactions:				0.00

1/05/2026 12:25 PM

Treasurer's Report
1-POOLED CHECKING ACCOUNT **0307
12/01/2025 Thru: 12/31/2025

Page: 1
ACCT

11/30/2025 Balance: 438,705.88

Checks: -177,268.39

Receipts: 746,300.77

Other Cash Transactions: 1,478.99

12/31/2025 Balance: 1,009,217.25

1/05/2026 12:25 PM

Treasurer's Report
1-POOLED CHECKING ACCOUNT **0307
12/01/2025 Thru: 12/31/2025

Page: 2
ACCT

Post Date	Type	Trans ID	Description	Amount
12/01/2025	JE	GEN-2184	Entry to record Dec 2025 hydrant rental	-6,015.00
12/01/2025	JE	WAT-1542	Entry to record WF Dec 2025 monthly entries	6,015.00
12/30/2025	JE	TRANSFER	Reimburse GF for HH expenses	425.00
12/30/2025	JE	TRANSFER	Transfer to GF to reimburse HH fireworks	1,053.99

			Others Cash Transactions:	1,478.99

1/05/2026 12:26 PM

Treasurer's Report
2-GENERAL FUND MM **0753
12/01/2025 Thru: 12/31/2025

Page: 1
ACCT

11/30/2025 Balance: 844,078.65

Checks: 0.00

Receipts: 2,999.14

Other Cash Transactions: 0.00

12/31/2025 Balance: 847,077.79

1/05/2026 12:27 PM

Treasurer's Report
7-Comm Dev BG GRANT **0767
12/01/2025 Thru: 12/31/2025

Page: 1
ACCT

11/30/2025 Balance: 0.00

Checks: 0.00

Receipts: 0.00

Other Cash Transactions: 0.00

12/31/2025 Balance: 0.00

1/05/2026 12:27 PM

Treasurer's Report
8-CDBG MATCHING FUNDS **0783
12/01/2025 Thru: 12/31/2025

Page: 1
ACCT

11/30/2025 Balance: 0.00

Checks: 0.00

Receipts: 0.00

Other Cash Transactions: 0.00

12/31/2025 Balance: 0.00

1/05/2026 12:29 PM

Treasurer's Report
9-RD SEW REPL FUND **0804
12/01/2025 Thru: 12/31/2025

Page: 1
ACCT

11/30/2025 Balance: 45,318.45

Checks: 0.00

Receipts: 30.73

Other Cash Transactions: 0.00

12/31/2025 Balance: 45,349.18

1/05/2026 12:26 PM

Treasurer's Report
4-SEWER DNR EQUIP REPLACEMENT FUND **1692
12/01/2025 Thru: 12/31/2025

Page: 1
ACCT

11/30/2025 Balance: 94,994.60

Checks: 0.00

Receipts: 337.53

Other Cash Transactions: 0.00

12/31/2025 Balance: 95,332.13

1/05/2026 12:26 PM

Treasurer's Report
5-WATER MM ACCOUNT **1801
12/01/2025 Thru: 12/31/2025

Page: 1
ACCT

11/30/2025 Balance: 88,802.56

Checks: 0.00

Receipts: 119.63

Other Cash Transactions: 0.00

12/31/2025 Balance: 88,922.19

1/05/2026 12:30 PM

Treasurer's Report
999-2018 SDWL DEBT SVC **1807
12/01/2025 Thru: 12/31/2025

Page: 1
ACCT

11/30/2025 Balance: 39,240.45

Checks: 0.00

Receipts: 52.86

Other Cash Transactions: 0.00

12/31/2025 Balance: 39,293.31

1/05/2026 12:30 PM

Treasurer's Report
99-HOLIDAY HELPER**1815
12/01/2025 Thru: 12/31/2025

Page: 1
ACCT

11/30/2025	Balance:	24,818.87
	Checks:	-450.00
	Receipts:	9,819.00
	Other Cash Transactions:	-1,478.99
12/31/2025	Balance:	32,708.88

1/05/2026 12:30 PM

Treasurer's Report
99-HOLIDAY HELPER**1815
12/01/2025 Thru: 12/31/2025

Page: 2
ACCT

Post Date	Type	Trans ID	Description	Amount
12/30/2025	JE	TRANSFER	Reimburse GF for HH expenses	-425.00
12/30/2025	JE	TRANSFER	Transfer to GF to reimburse HH fireworks	-1,053.99

			Others Cash Transactions:	-1,478.99

Ridgeway Marshal's Office

208 Jarvis Street, Suite B Ridgeway, WI 53582
Marshal Michael J. F. Gorham

Item 7.

January 13, 2025

Village President, Brad Butler
PSWH Chairperson, Cynthia Niehaus
Honorable Membership, Ridgeway Board of Trustees
208 Jarvis Street
Ridgeway WI 53582

Re: Monthly Report December 2025

Dear Honorable Members

Attached the December 2025 Monthly Activity Report, along with the 2025 Activity Report as well.

I am preparing a final Activity Report of what was accomplished during my tenure from 2018 through 2026. There have been many challenges to overcome, as well as some accomplishments.

Significantly, in the past year, traditional cases were reclassified as Calls For Service. Currently, we are working on two felony cases, one involving theft of a firearm and money from a family member. The underlying dynamic remains the need to support an addiction, primarily to the drug fentanyl.

The other primary objective is to decavitate the police agency and prepare for the transition to the Iowa County Sheriff's Office, with my replacement.

Property dispersal, record management, and retention have been a focus. Property such as flashlights and office equipment can be transferred to other departments within the Village. I will prepare a property manifest detailing its disposition for future meetings.

On tonight's agenda is a request for permission to sell the Patrol Rifle to another Law Enforcement Agency. I will address that as a separate matter.

With 185 days left, there is much to do, and time will pass quickly. I appreciate the support the Village as a whole has provided to me, and of course, the Village Board. I am currently exploring future career opportunities, and there is a possibility that my full-time separation may occur before July 15, 2026. I will, at your discretion, continue to work through the transition process.

Professionally,

"Partnership of Service and Protection"
Office: 608-924-1030 (voicemail) 24 Hour Dispatch: 608-930-9500
marshal@ridgewaywi.gov

Ridgeway Marshal's Office

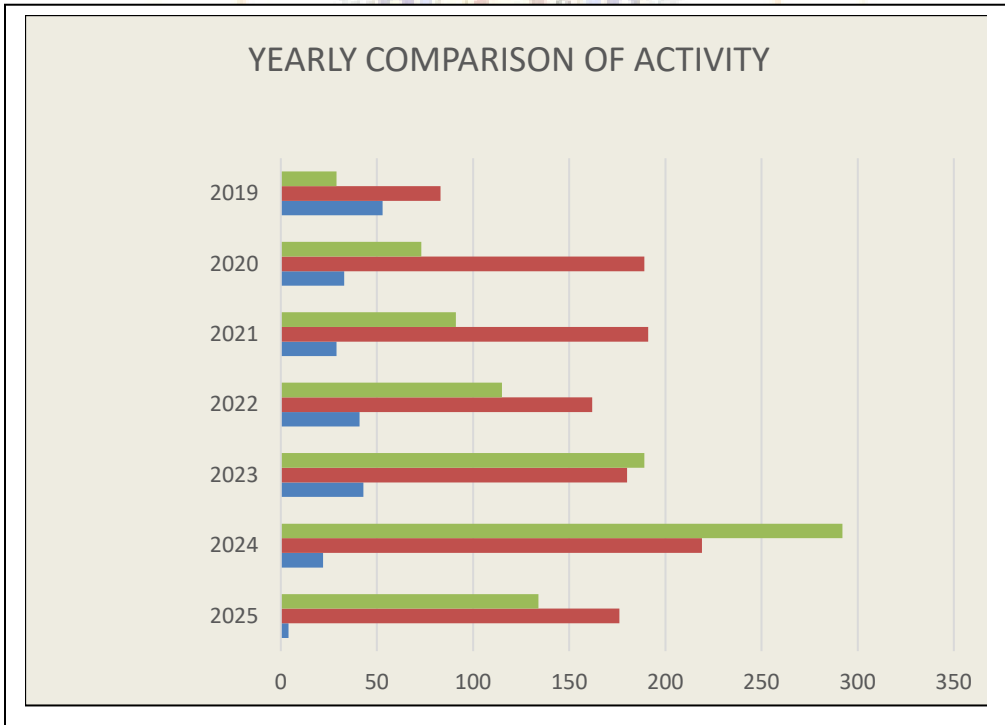
208 Jarvis Street, Suite B Ridgeway, WI 53582
Marshal Michael J. F. Gorham

////signed/////

Michael J Gorham
Village Marshal

Below is a List of the last 7 years of activity

YEAR	CASES	CFS	Warning/Citations	
2025	4	4	176	134
2024	22	22	219	292
2023	43	43	180	189
2022	41	41	162	115
2021	29	29	191	91
2020	33	33	189	73

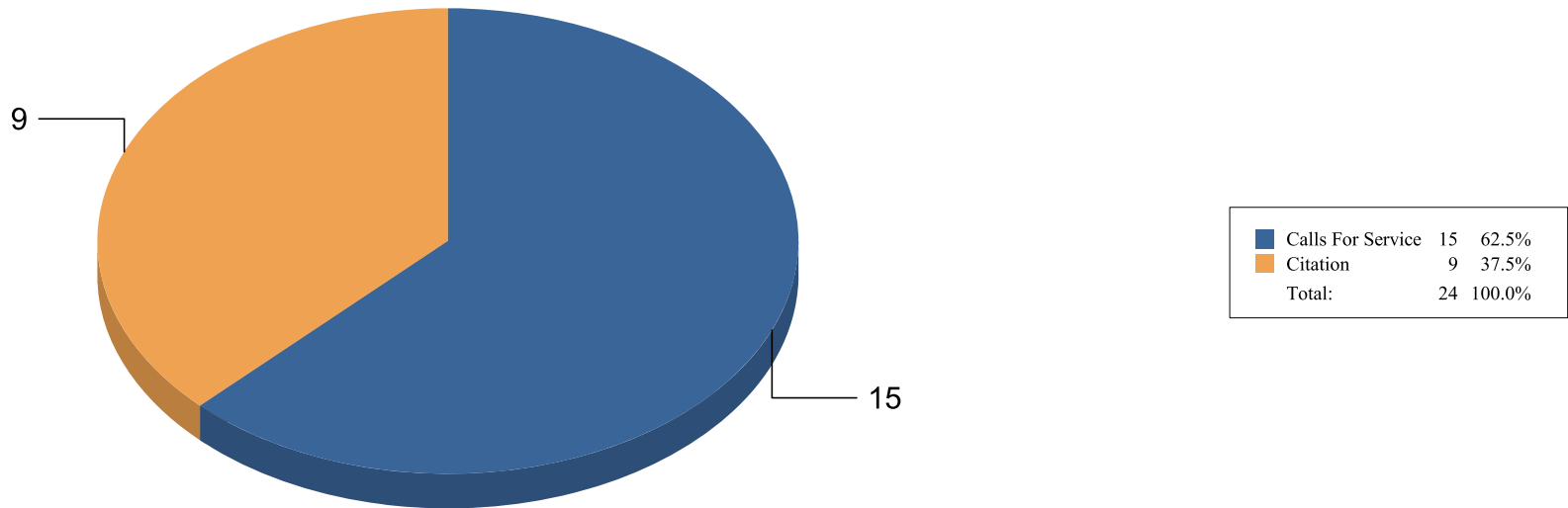


Blue are Cases, Green are Calls for Service, Orange is Warning Citations

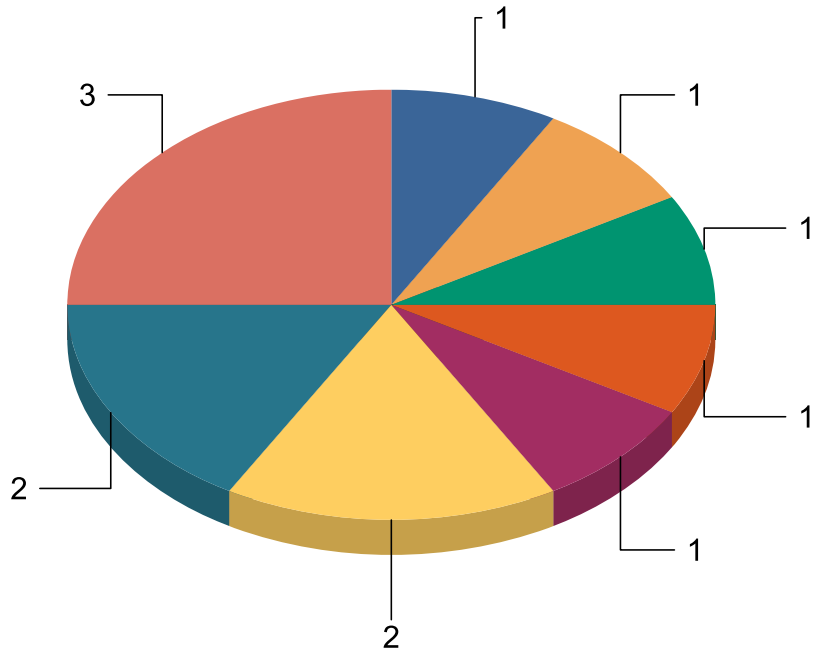
“Partnership of Service and Protection”
Office: 608-924-1030 (voicemail) 24 Hour Dispatch: 608-930-9500
marshal@ridgewaywi.gov

Statistics from: 12/1/2025 12:00:00AM to 12/31/2025 11:59:00PM

Count of Reports Completed



Count of Incident Types



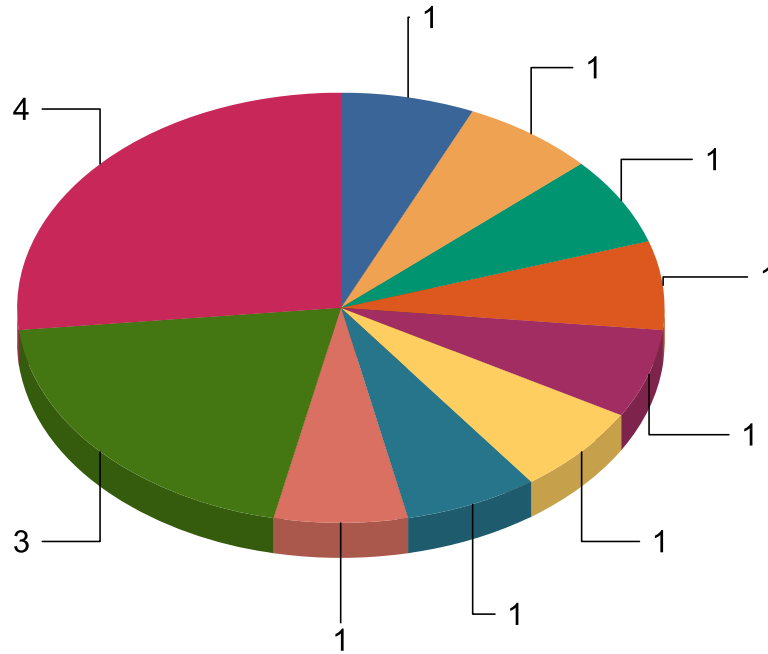
AGAINST TRAFFIC - AGAINST TRAFFIC	1	8.3%
EQUIPMENT VIOLATIONS	1	8.3%
LEFT OF CENTER	1	8.3%
PARKING IN A RESTRICTED ZONE - PARKING	1	8.3%
UNLICENSED DOG	1	8.3%
NON REGISTRATION - UNREGISRTE VEHICLE	2	16.7%
SPEEDING	2	16.7%
MISCELLANEOUS REGISTRATION VIOLATIONS	3	25.0%
Total:	12	100.0%

8.33% # of Reports: 1 Citation AGAINST TRAFFIC - AGAINST TRAFFIC

8.33% # of Reports: 1 Citation EQUIPMENT VIOLATIONS

8.33% # of Reports: 1 Citation LEFT OF CENTER

Count of Incident Types



ASSIST DEPARTMENT OF PUBLIC WORKS	1	6.7%
FOLLOW UP INTERVIEW	1	6.7%
FOLLOW UP INVESTIGATION	1	6.7%
MOTORIST ASSIST	1	6.7%
PARKING COMPLAINT	1	6.7%
RESIDENTIAL SECURITY CHECK	1	6.7%
TRAFFIC COMPLAINT CITIZEN COMP	1	6.7%
WARRANT ATTEMPT	1	6.7%
ASSIST CITIZEN	3	20.0%
ASSIST ICSSO	4	26.7%
Total:	15	100.0%

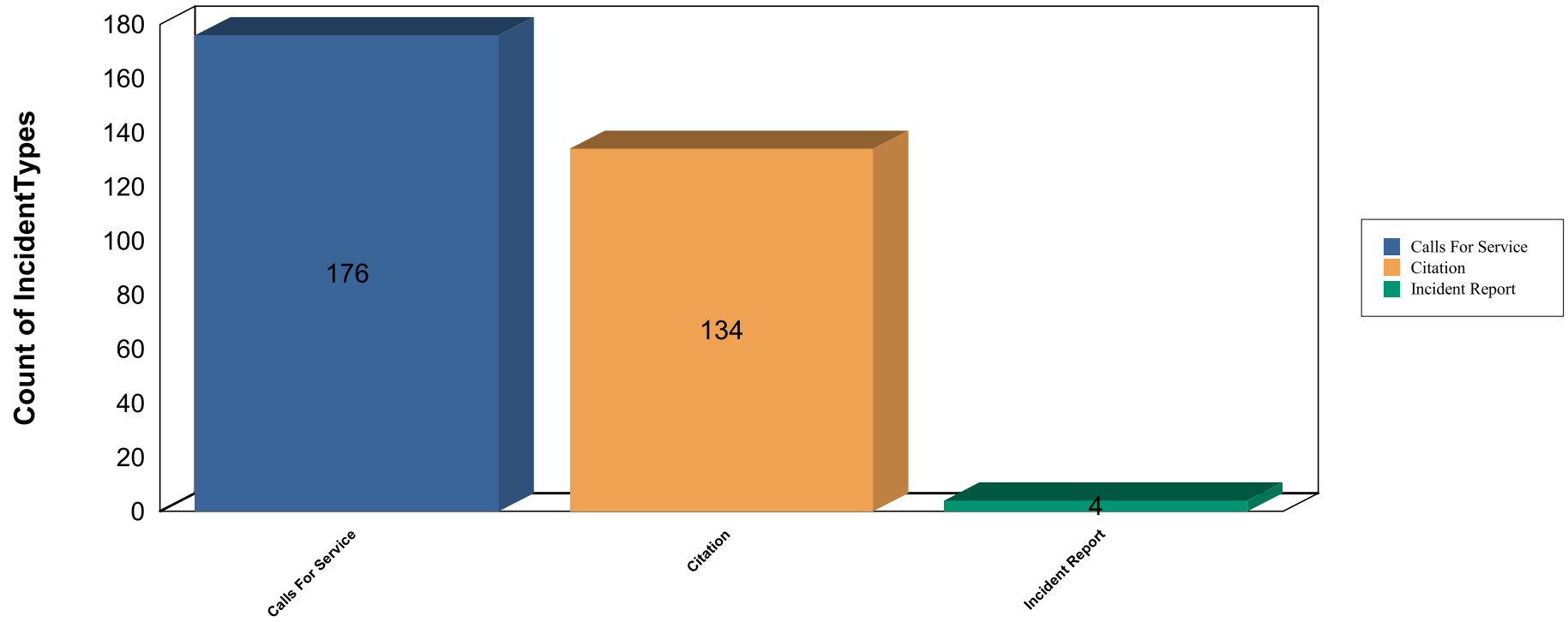
6.67% # of Reports: 1 Calls For Service ASSIST DEPARTMENT OF PUBLIC WORKS

6.67% # of Reports: 1 Calls For Service FOLLOW UP INTERVIEW

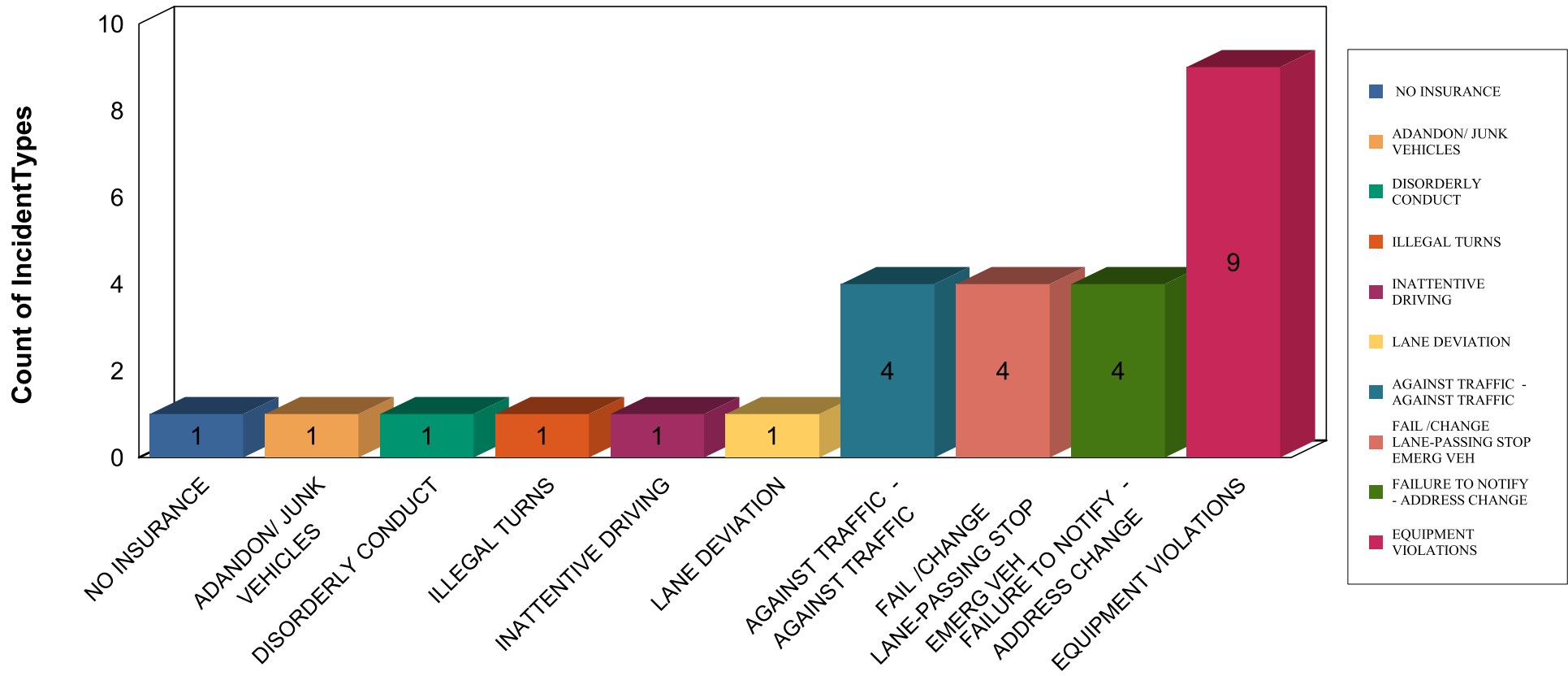
6.67% # of Reports: 1 Calls For Service FOLLOW UP INVESTIGATION

2025 Statistics from: 1/1/2025 12:00:00AM to 12/31/2025 11:59:00PM

Count of Reports Completed



Count of Incident Types

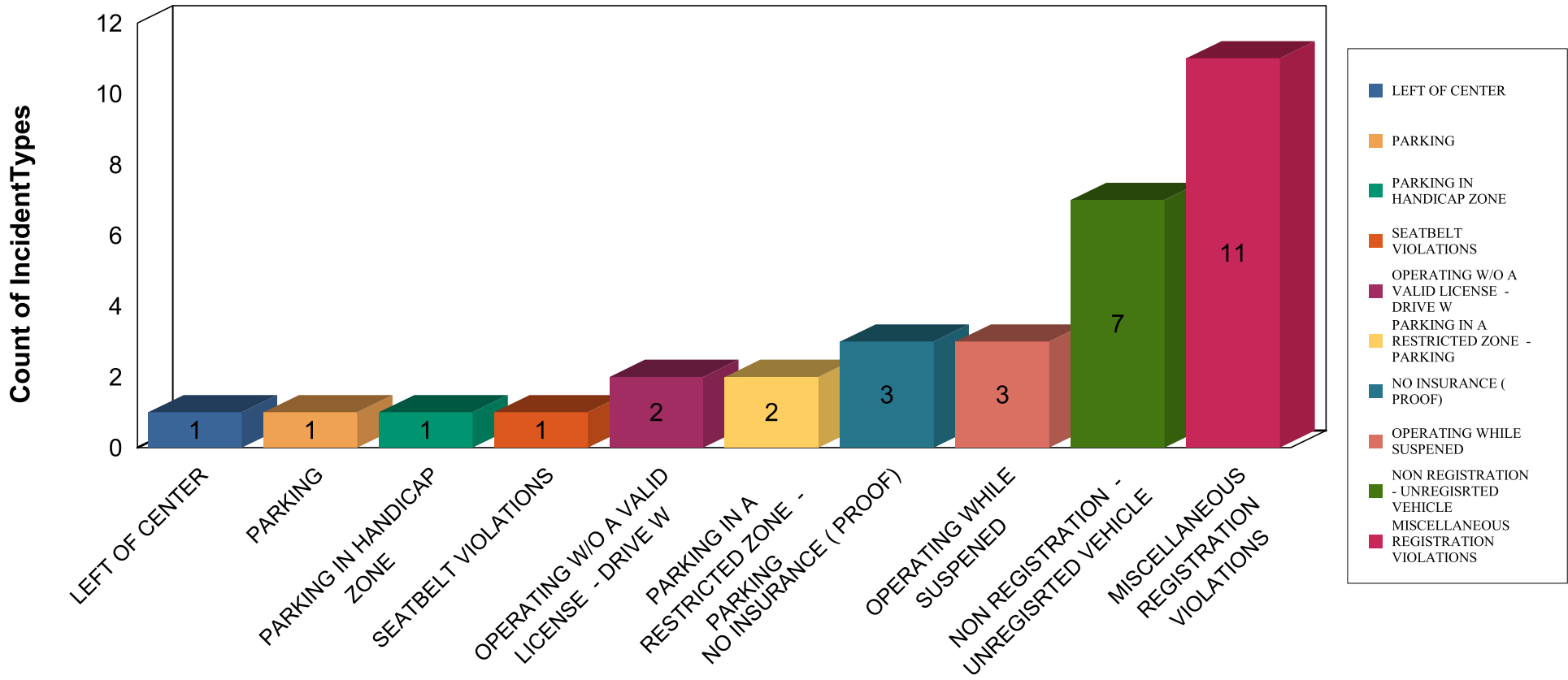


0.62% # of Reports: 1 Citation NO INSURANCE

0.62% # of Reports: 1 Citation ADANDON/ JUNK VEHICLES

0.62% # of Reports: 1 Citation DISORDERLY CONDUCT

Count of Incident Types

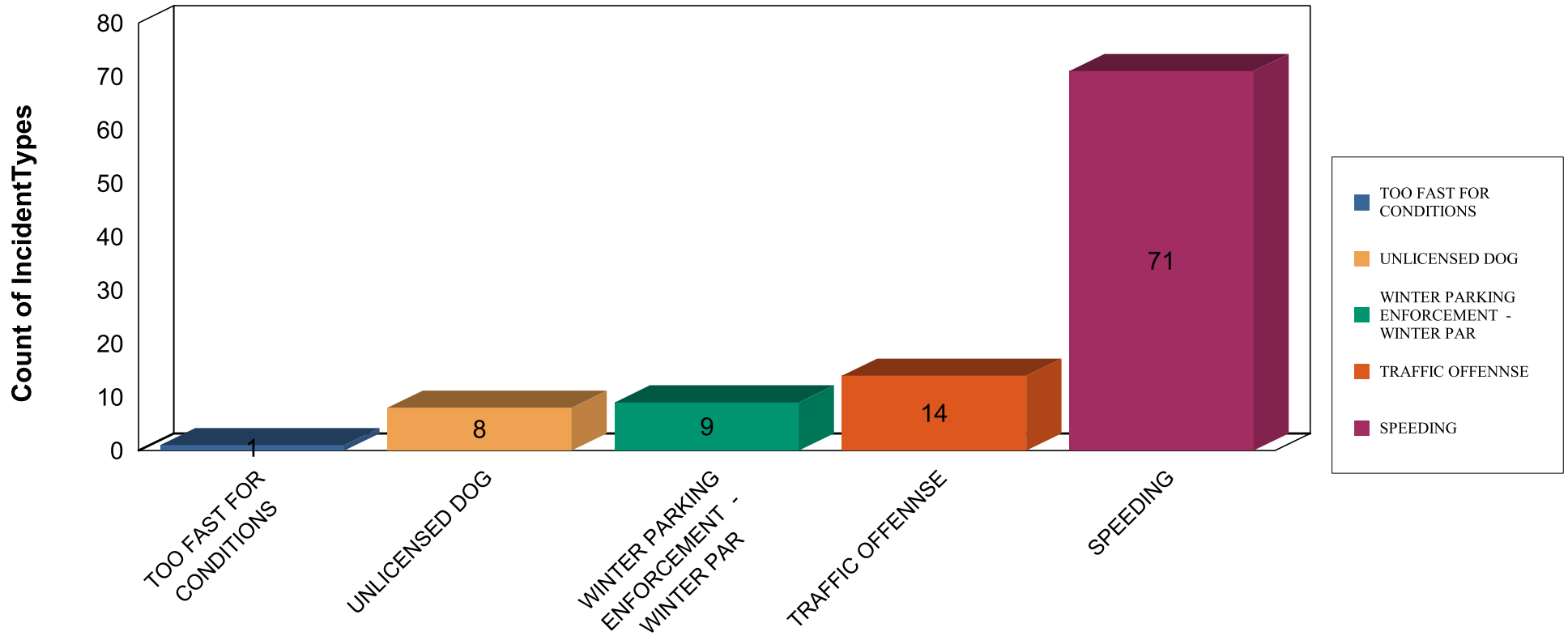


0.62% # of Reports: 1 Citation LEFT OF CENTER

0.62% # of Reports: 1 Citation PARKING

0.62% # of Reports: 1 Citation PARKING IN HANDICAP ZONE

Count of Incident Types

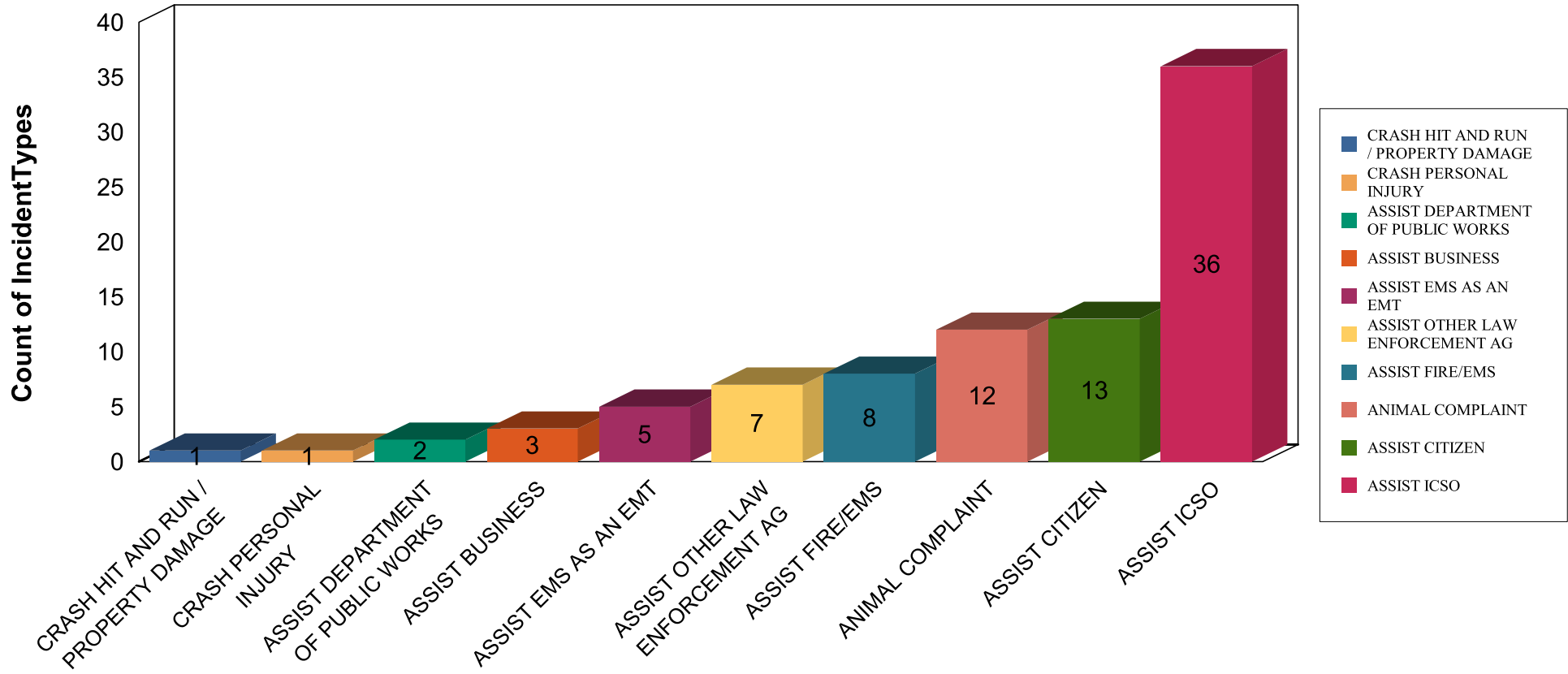


0.62% # of Reports: 1 Citation TOO FAST FOR CONDITIONS

4.94% # of Reports: 8 Citation UNLICENSED DOG

5.56% # of Reports: 9 Citation WINTER PARKING ENFORCEMENT - WINTER PARKING

Count of Incident Types

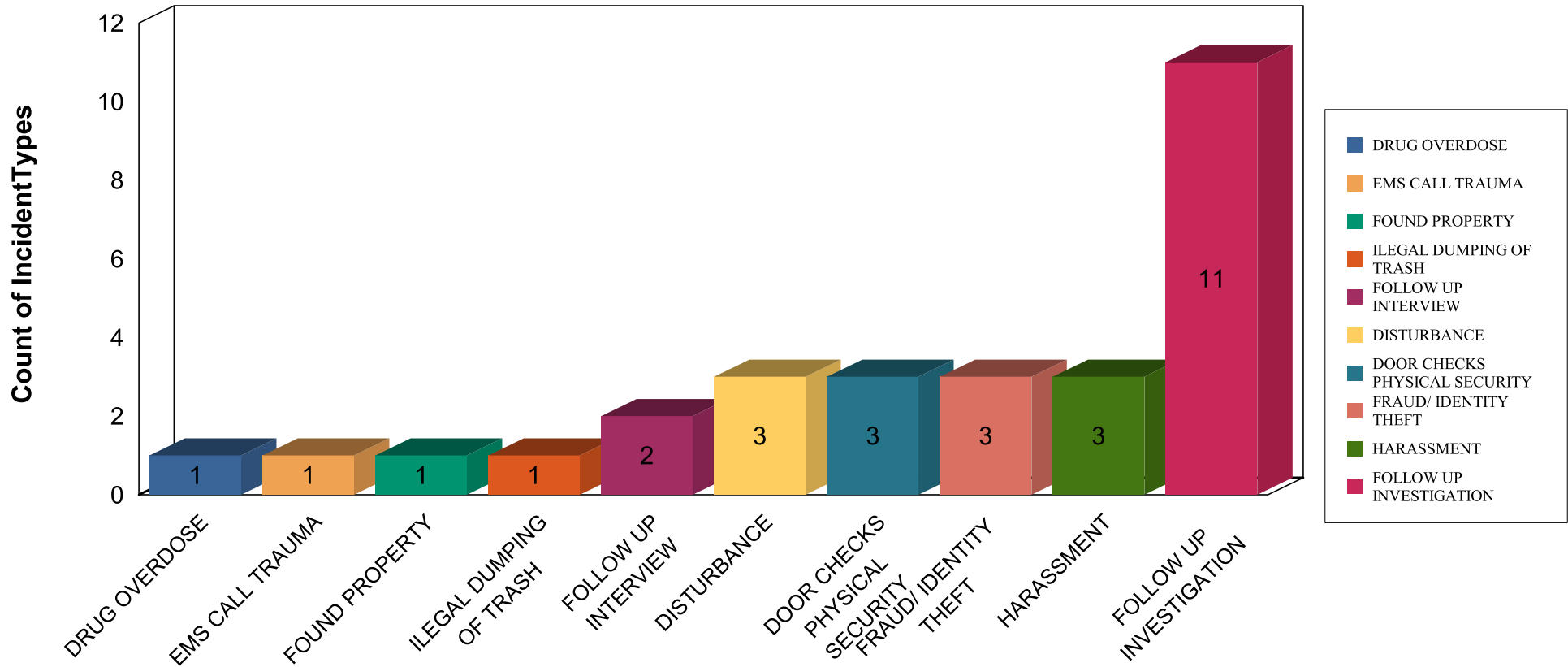


0.57% # of Reports: 1 Calls For Service CRASH HIT AND RUN / PROPERTY DAMAGE

0.57% # of Reports: 1 Calls For Service CRASH PERSONAL INJURY

1.14% # of Reports: 2 Calls For Service ASSIST DEPARTMENT OF PUBLIC WORKS

Count of Incident Types

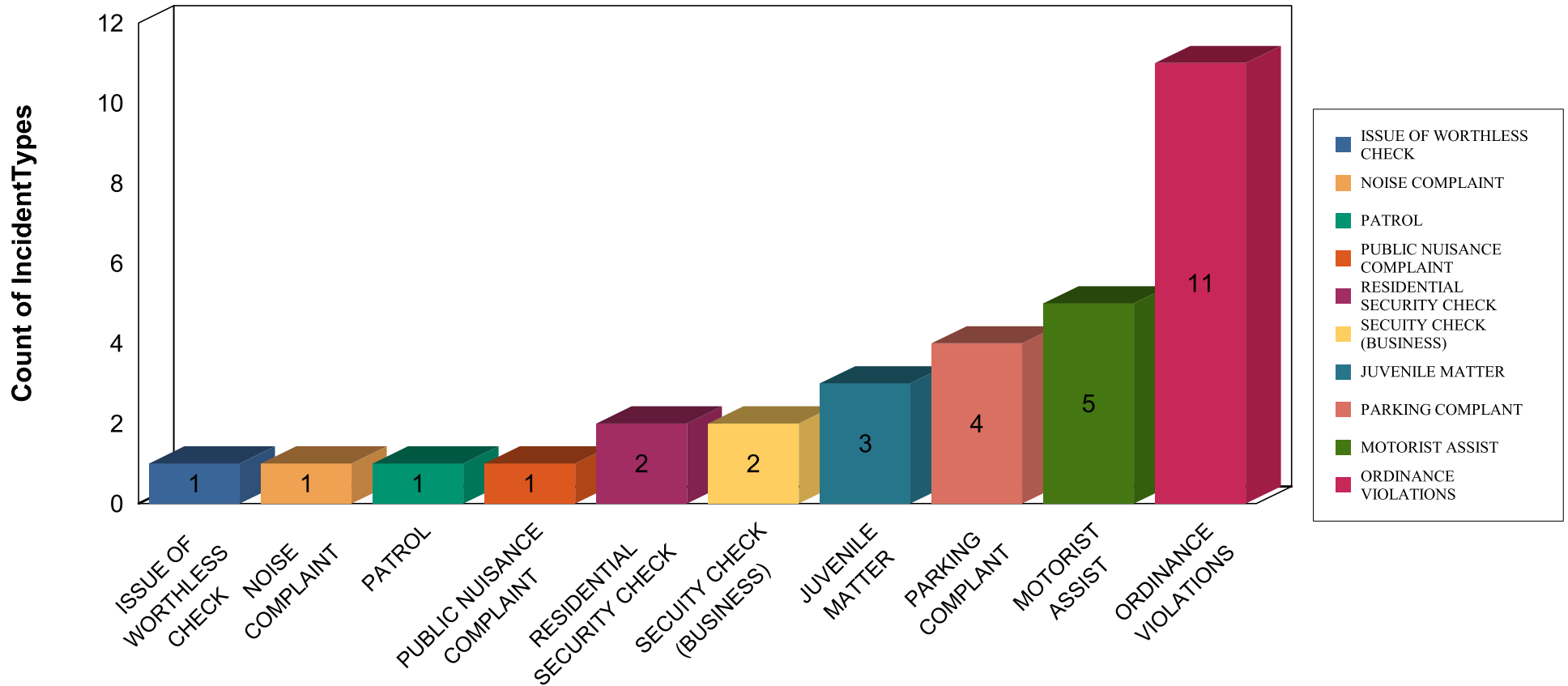


0.57% # of Reports: 1 Calls For Service DRUG OVERDOSE

0.57% # of Reports: 1 Calls For Service EMS CALL TRAUMA

0.57% # of Reports: 1 Calls For Service FOUND PROPERTY

Count of Incident Types

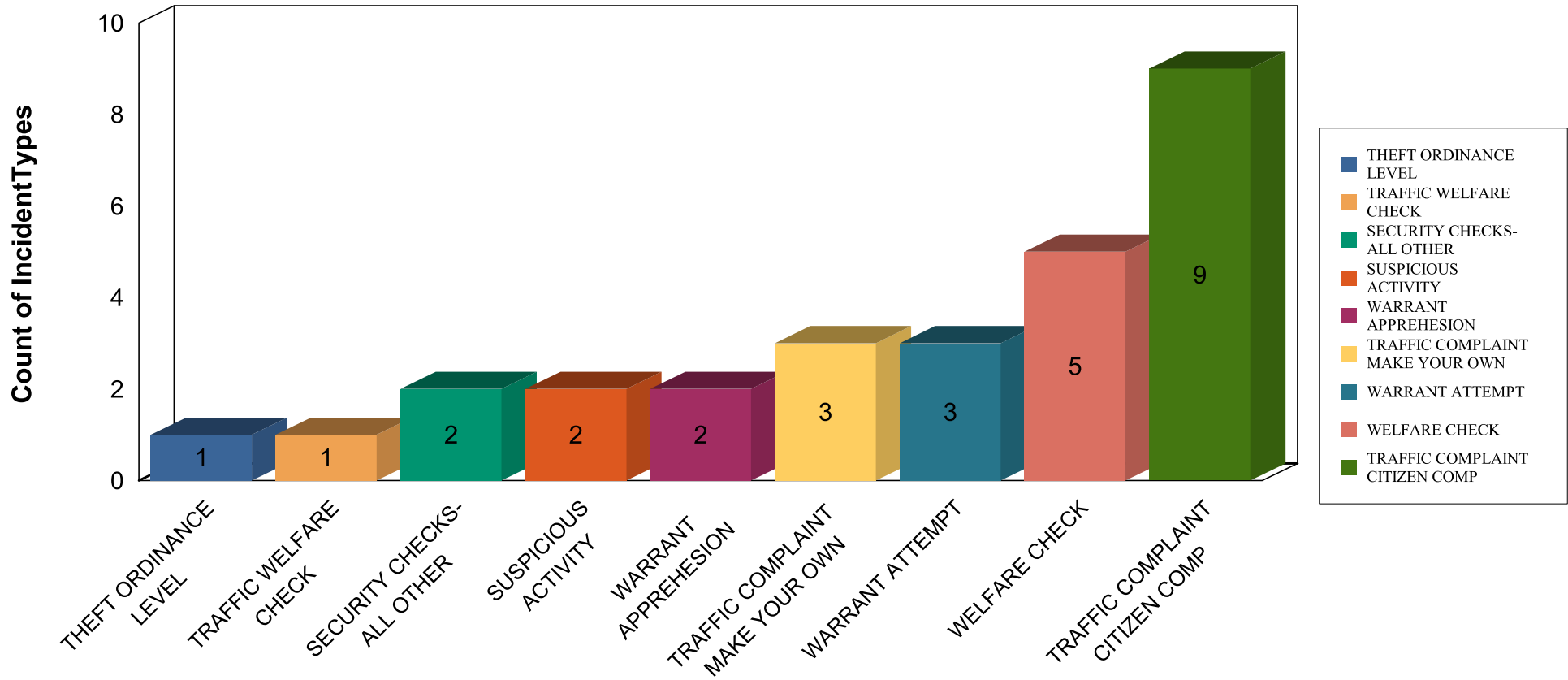


0.57% # of Reports: 1 Calls For Service ISSUE OF WORTHLESS CHECK

0.57% # of Reports: 1 Calls For Service NOISE COMPLAINT

0.57% # of Reports: 1 Calls For Service PATROL

Count of Incident Types

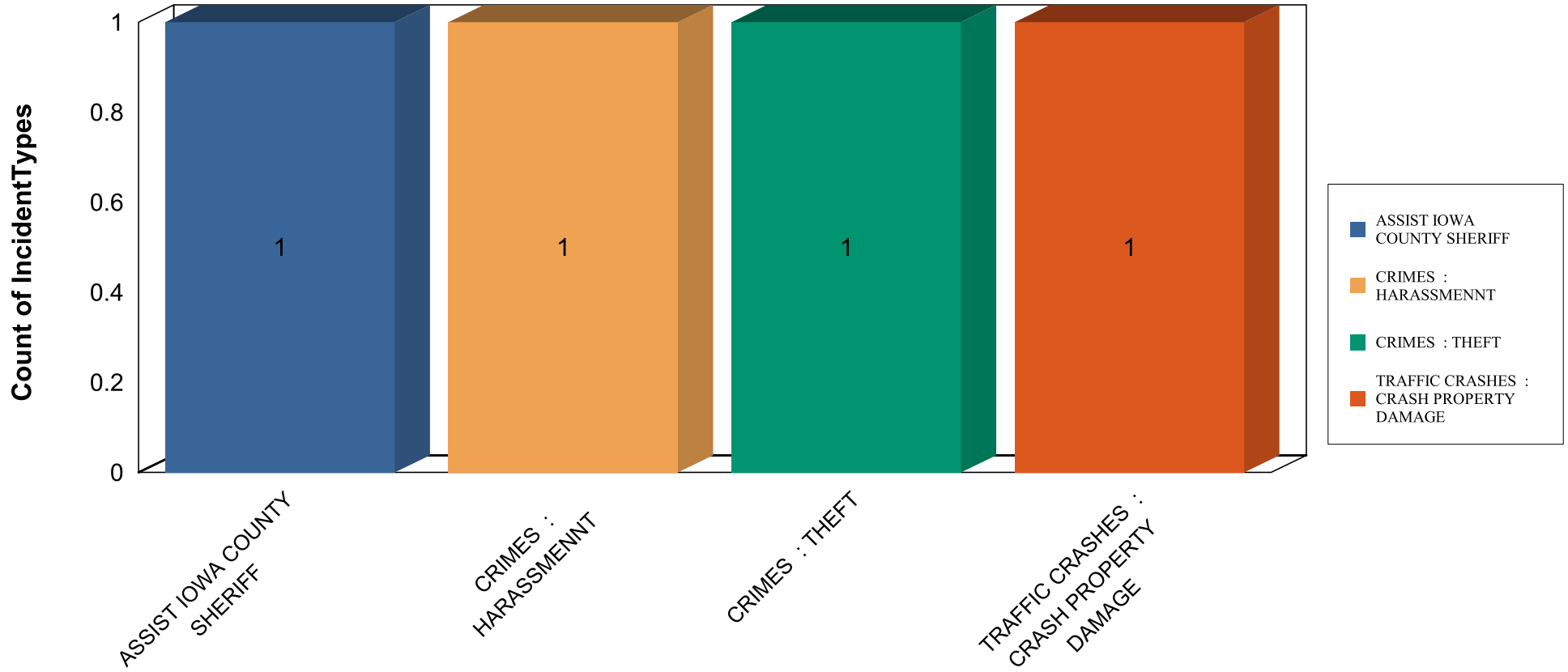


0.57% # of Reports: 1 Calls For Service THEFT ORDINANCE LEVEL

0.57% # of Reports: 1 Calls For Service TRAFFIC WELFARE CHECK

1.14% # of Reports: 2 Calls For Service SECURITY CHECKS- ALL OTHER

Count of Incident Types



25.00% # of Reports: 1 Incident Report ASSIST OTHER LAW ENFORCEMENT AGENCY : ASSIST IOWA COUNTY SHERIFF

25.00% # of Reports: 1 Incident Report CRIMES : HARASSMENNT

25.00% # of Reports: 1 Incident Report CRIMES : THEFT

5.03 Sidewalk construction and repair.

- A. Owner to Construct. It shall be the duty of the abutting owner to build, repair, construct and perpetually maintain sidewalks along or upon any street, alley or highway in the Village of Ridgeway. The entire cost of the curb, gutter and sidewalk installation, repair or improvement shall hereafter be paid 100% by the abutting property owners.
- B. Whenever the Village Board shall, by resolution, determine that a curb or sidewalk be rebuilt, repaired, lowered or raised along or upon any public street, alley or highway within the Village of Ridgeway, the cost of such work shall be split equally between the Village of Ridgeway and the abutting property owner. All new installation of curb and gutter, ~~and/or sidewalk~~ shall be paid 100%, sidewalks shall be paid 50% by the abutting property owners. The cost of such work may be deferred and paid equally over a five year period which amounts shall bear interest at a rate equal to the first published Wall Street Journal prime rate of the calendar year.
- C. Permit Required. No person shall hereafter lay, remove, replace or repair any public sidewalk within the Village of Ridgeway unless he/she is under contract with the Village to do such work or has obtained a permit therefor from the Director of Public Works at least seven days before work is proposed to be undertaken. The fee for such permits shall be set forth in the Village's Fee Schedule as amended and updated from time to time.
- D. Penalty. The penalty for violation of any provision of this section shall be a penalty as provided in this Code under Chapter 12.

(Cr. Nov. 3, 1982; Am. May 20, 2014; Am. May 27, 2014; Am. June 13, 2017; Am. _____)



3696 State Road 23
Dodgeville, WI 53533

Office: 608-935-2701
Fax: 608-935-2383

Proposal
For
Village of Ridgeway
Main Street
1/9/2026

RE: Water Service Repair by Badger Mart

Time and Material Proposal:


- CAT 315 Excavator \$205 / hour
- Track Skidsteer \$140 / hour
- Labor \$ 95 / hour
- Granular Backfill \$ 12 / ton
- Mobilization \$500 / hour
- Water service materials – Village can replace any materials we use.

Proposal Does Not Include:

- Restoration

Accepted: The above prices and specifications are acceptable. You are authorized to do the work.

Submitted By:
Rule Construction Ltd.



David Rule, President

Date: 1/9/2026

Accepted By:
Village of Ridgeway

Date: _____

Upon agreement, please sign and return to our office.
Quote is good for 30 days.

THE VILLAGE OF



RIDGEWAY

208 Jarvis Street | Suite A | Ridgeway, WI 53582

Residential Customer Deferred Payment Agreement

Customer: _____ Phone _____

Service Address: _____

Account Number: _____ Delinquent Amount: _____

This is an agreement to make installment payments to the Village of Ridgeway Utilities (water, sewer, public fire protection and garbage) of an overdue balance owed for these services. It is also an agreement by the Village that it will provide such service to the address listed above as long as you make these payments, and full payment of each current bill, on time.

This agreement requires regular periodic payments which have been based on your demonstrated ability to pay. If you believe you are unable to pay on these terms, you should not sign this agreement.

You agree to pay the amount owed in the following way:

- A down payment of **50%** of the past due amount to be received when entering into this agreement.
- Installment payments of \$ _____ *plus the current month billing* to be paid monthly by the bill due date.
- The full payment of entire balance to be paid on or before _____.

If we do not receive these installment payments and your regular bill payments on time, we will send you a notice requiring you to pay the total amount owed on your account, and you will have only 15 days to pay in full before your services are turned off

ACCEPTANCE OF AGREEMENT: I have read, understand, and accept this agreement.

DATE: _____

X _____
Customer

X _____
Authorized Agent

Please retain a copy of this agreement for your files and return one to the Village office within ten days.

***Rental properties - landlords will be notified of delinquent account status and sent a copy of this signed agreement.*

***Deferred payment agreements will NOT be accepted after September 30th. Delinquent accounts will be handled through the tax roll process in accordance with Wisconsin State Statute § 66.0809.*

THE VILLAGE OF



RIDGEWAY

Village of Ridgeway | 208 Jarvis Street | Suite A | Ridgeway, WI 53582

The Village of Ridgeway offers the option to receive your monthly utility bill electronically via email. If you prefer to receive your bill electronically just complete the information below and return to the village office.

E-BILL RELEASE FORM

YES, I will save a tree (complete info below)

~~I wish to decline at this time~~

~~YES,~~ I would like to ~~be signed~~ be informed of what is happening in the Village and receive up for the Village of Ridgeway's News & Notices (provide Email and telephone below)

~~I wish to decline at this time~~

Name: _____

Utility Account #: _____

Address: _____

Telephone #: _____

E-mail: _____

By signing this form, I understand that I take responsibility for receiving and paying my monthly utility bills. I understand that if I do not receive my bill it is still my responsibility to pay it by the due date (the 21st of each month) as well as any finance charges that may be applied due to late payments. I understand it is my responsibility to notify the Village of Ridgeway of a change in e-mail address if necessary. Should I choose to opt-out of e-invoicing I understand I must notify the Village Office at 608-924-5881.

X

Signature and Date

For office use only: Start Date _____ Initials _____

THE VILLAGE OF

Item 16.



RIDGEWAY

Village of Ridgeway | 208 Jarvis Street | Suite A | Ridgeway, WI 53582

Start Date _____ **Initials** _____



Village of Ridgeway | 208 Jarvis Street | Suite A | Ridgeway, WI 53582

REGISTER FOR CLERKS & TREASURERS
INSTITUTE

ADDRESSING ESSENTIAL TOPICS

Attending CTI is an investment in your municipality.

The Municipal Clerks and Treasurers Institute (CTI) offers a diverse array of educational sessions covering a broad spectrum of topics for clerks and treasurers, such as leadership, communication, organizational development, collaboration, diversity and inclusion and more. The more you know, the better you can serve your municipality.

[REGISTER](#)

CTI AT A GLANCE

CTI is one of the largest Institutes of its kind and offers unparalleled training. It is accredited by the International Institute of Municipal Clerks (IIMC), Wisconsin Municipal Clerks Association and municipal Treasurers of Wisconsin. The Institute is dedicated to improving the professionalism of municipal staff.



Dates

July 13-17, 2026

Registration Deadline: June 19, 2026

Format

Live Online via Zoom



Tuition

\$499 by June 5, 2026

\$560 after June 5, 2026

CHOOSE YOUR TRACK

There are four tracks to choose from at the Municipal Clerks and Treasurers Institute. If you are new to the Institute, begin with Year 1.

Clerks

The clerks' curriculum encompasses three years. Each year builds on the previous year, providing education and training on municipal clerk responsibilities.

- [Year 1 Courses](#)
- [Year 2 Courses](#)
- [Year 3 Courses](#)
- [Year 4 Courses](#) (optional treasurer completion)

Treasurers Clerk Town

The treasurers' curriculum spans three years. Each year builds on the previous year, providing education and training on municipal treasurer responsibilities.

Basic accounting skills are a prerequisite.

- [Year 1 Courses](#)
- [Year 2 Courses](#)
- [Year 3 Courses](#)
- [Year 4 Courses](#) (optional clerk completion)

The clerks' curriculum encompasses three years. Each year builds on the previous year, providing education and training on municipal clerk responsibilities.

- [Year 1 Courses](#)
- [Year 2 Courses](#)
- [Year 3 Courses](#)
- [Year 4 Courses](#) (optional treasurer completion)

Alumni

The alumni track is for clerks and treasurers who have graduated from CTI and would like to refresh their knowledge and learn the most up-to-date information in their field. The alumni track gives you control of what would most benefit your job and community.

- Customize Your Sessions

Important Information

Important information to consider before you register.

Participation

Participants are required to have their camera on during sessions to verify engagement. UW-Green Bay expects that students limit outside distractions, remain in one location for the duration of the session (no driving or doing errands) and actively participate in group discussions and activities. Plan to be away from your office/desk during training without the ability to perform daily tasks.

Attendance

Participants must attend all sessions live online. Sessions are not recorded. Participants who miss 25% or more of a session and/or do not complete the associated assessments will not receive credit for the session.

Cancellation Policy

If you cancel, you will not receive CTI handouts.

- If you cancel on or before June 12, 2026, a full refund minus a \$50 processing fee will be given.
- If you cancel after June 12, no refunds will be given.

APPLY FOR FUNDING

Scholarships Available

Applications for full or partial scholarships are available starting January and range from a \$100 stipend to full tuition. Applying is well worth the effort! Scholarships are reimbursement-based and will be mailed to recipients upon verification of Institute attendance. Any scholarship recipient who does not attend all of their courses will be disqualified from receiving their scholarship.

[Apply to IIMC →](#)

[Apply to WMCA →](#)

[Apply to MTAW →](#)