



RIDGEWAY

BOARD OF TRUSTEES MEETING AGENDA

February 11, 2025 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

CONSENT AGENDA

1. Minutes to be Adopted:
Board of Trustees January 8, 2025
Finance Committee January 20, 2025
Finance Committee January 31, 2025
2. ACH Payments and General Fund Disbursements
3. Adoption of Agenda

ANNOUNCEMENTS, DEPARTMENT REPORTS, AND CORRESPONDENCE

4. Announcements:
County Road HHH/Main Street project
Welcome Kevin Meckley-Streets and Parks Superintendent
5. Department Reports
6. Correspondence:
Hwy HHH project update

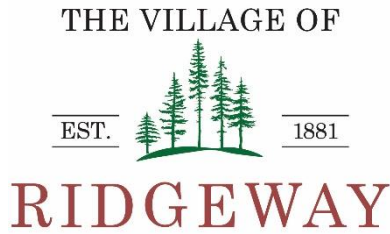
ITEMS FOR CONSIDERATION AND ACTION

7. Utility Disconnections
8. Jordan Fure, Delta 3 Engineering-Potential Water Quality Trading Projects
9. Doors Estimates-Tallman Ct Shed
10. Convene in closed session pursuant to State Statute 19.85(1)(e). Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Land rent

11. Convene in closed session pursuant to State Statute 19.85(1)(c) considering employment promotion, compensation, or performance evaluation data of any public employee over which the government body has jurisdiction: Director of Public Works position.
12. Reconvene in open session to possibly act on closed session discussions.

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.



BOARD OF TRUSTEES MEETING MINUTES

January 08, 2025 at 7:00 PM

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

CALL TO ORDER AND ROLL CALL

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

PRESENT: President Michele Casper, Trustee Kellee Venden, Trustee Cynthia Niehaus, Trustee Julene Garner, Trustee Ruth Nevins, Trustee Brad Butler, Trustee Steve Vosberg, Marshal Gorham, Marj Riniker-Administrative Services Specialist and Lori Phelan-Clerk/Treasurer. Absent: Trustee Ruth Nevins

CONFIRMATION OF OPEN MEETING

Phelan confirmed this was a properly noticed meeting posted on January 3, 2025 at the Ridgeway Community Center and the Village website, with notification sent via email/text to subscribers.

PLEDGE OF ALLEGIANCE

The pledge was recited.

PUBLIC COMMENT

Pete Trainer interest in possible rezoning a property on Main Street.

CONSENT AGENDA

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

1. Minutes to be Adopted:
 - Finance Committee December 5, 2024
 - Board of Trustees December 5, 2024
 - Finance Committee December 19, 2024
 - Special Board of Trustees December 23, 2024.
2. ACH Payments and General Fund Disbursements
3. Adoption of Agenda

ANNOUNCEMENTS, DEPARTMENT REPORTS, AND CORRESPONDENCE

4. Announcements

Welcome Marj Riniker as the new Administrative Services Specialist.

Michele shared that the Holiday Helpers was successful event even with the weather not cooperating.

Lori shared the December stats from online payments through the new online payment and dog licensing system.

Kevin Meckley has accepted the Streets and Parks Superintendent and is starting January 14th.

Dodgeville staff and Braden are helping the Village in the interim until a new DPW is hired.

5. Department Reports

Received and filed.

6. Correspondence

2025 Stafford Rosenbaum Rates

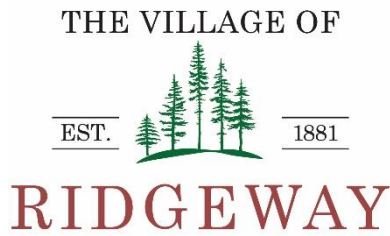
ITEMS FOR CONSIDERATION AND ACTION

7. Farmers Savings Loan xx689x Modification

Motion by Vosberg, seconded by Butler to approve the loan modification from Farmer's Savings Bank for loan xx689x for monthly vs. annual payments. Motion carried.

ADJOURNMENT

Motion by Venden, seconded by Garner to adjourn at 7:37 pm. Motion carried.



FINANCE COMMITTEE MEETING MINUTES

January 20, 2025 at 5:15 PM

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

CALL TO ORDER AND ROLL CALL

Meeting called to order by Chair Casper at 5:30 pm.

PRESENT: Chair Michele Casper, Trustee Kellee Venden, Trustee Steve Vosberg. Absent: Lori Phelan-Clerk/Treasurer.

Minutes taken by Chair Casper.

CONFIRMATION OF OPEN MEETING

Casper confirmed with Phelan that this was a properly noticed meeting posted on January 15, 2025 at the Ridgeway Community Center and the Village website, with notification sent via email/text to subscribers.

CONSENT AGENDA

Motion by Venden, seconded by Vosberg to adopt the agenda for this meeting. Motion carried.

1. Adoption of Agenda

ITEMS FOR CONSIDERATION AND ACTION

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

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

ADJOURNMENT

Motion by Venden, seconded by Vosberg to adjourn at 8:10 pm.

THE VILLAGE OF



RIDGEWAY

FINANCE COMMITTEE MINUTES

January 31, 2025 at 5:30 PM

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

CALL TO ORDER AND ROLL CALL

Meeting called to order by Chair Casper at 5:30 pm.

CONFIRMATION OF OPEN MEETING

Phelan confirmed this was a properly noticed meeting posted on January 28, 2025 at the Ridgeway Community Center and the Village website, with notification sent via email/text to subscribers.

CONSENT AGENDA

Motion by Venden, seconded by Vosberg to approve this meeting agenda. Motion carried.

1. Adoption of Agenda

ITEMS FOR CONSIDERATION AND ACTION

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

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

ADJOURNMENT

Motion by Venden, seconded by Vosberg to adjourn at 6:50 pm. Motion carried.

2/06/2025

3:03 PM

Reprint Check Register - Quick Report - Manual

Page: 1
ACCT

1-POOLED CHECKING ACCOUNT **0307

ALL Checks

Posted From: 1/01/2025 From Account:
Thru: 1/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
V8	1/29/2025	GORHAM, MICHAEL	1,967.35
	Manual Check	Pay period 01/07/2025 to 01/19/2025	
V9	1/29/2025	JOHNSON, HAROLD	527.38
	Manual Check	Pay period 01/07/2025 to 01/19/2025	
ACH	1/02/2025	PRINCIPAL LIFE INSURANCE COMPANY	163.96
	Manual Check		
ACH	1/02/2025	INTERNAL REVENUE SERVICE	1,932.66
	Manual Check	SS Tax	
	Prev YR Exp/Manual Check		
ACH	1/07/2025	MADISON GAS & ELECTRIC CO.	840.75
	Manual Check	206 Kirby St.	
	Prev YR Exp/Manual Check		
ACH	1/10/2025	TERMINIX-WIL-KIL	105.10
	Manual Check	INV72539159 DATED 01.07.2025	
ACH	1/15/2025	INTERNAL REVENUE SERVICE	1,820.37
	Manual Check	01.15.2025 Payroll tax	
ACH	1/13/2025	ALLIANT ENERGY	4,346.28
	Manual Check	772465000	
ACH	1/10/2025	FRONTIER COMMUNICATIONS	129.54
	Manual Check	WWTP phone line	
ACH	1/10/2025	MHTC	238.90
	Manual Check	Two office phone lines	
ACH	1/06/2025	GOOGLE CLOUD	18.35
	Manual Check	Email service - ADM SVCS	
ACH	1/07/2025	MADISON GAS & ELECTRIC CO.	-840.75
	Manual Check		
	Prev YR Exp/Manual Check		
ACH	1/07/2025	MADISON GAS & ELECTRIC CO.	840.74
	Manual Check	206 Kirby St.	
ACH	1/22/2025	WISCONSIN EMPLOYEE TRUST FUNDS	4,888.02
	Manual Check	February 2025 Health Ins Premiums	
ACH	1/29/2025	WISCONSIN EMPLOYEE TRUST FUNDS	3,963.07
	Manual Check	Jan 2025 WRS Contributions	
ACH	1/29/2025	WISCONSIN DEPT. OF REVENUE	915.09
	Manual Check	Jan 2025 Payroll Tax	
ACH	1/29/2025	INTERNAL REVENUE SERVICE	1,913.80
	Manual Check	Jan 2025 FICA WH Taxes	
ACH	1/22/2025	ALLIANT ENERGY	1,008.66
	Manual Check	685030000	
	Prev YR Exp/Manual Check		
ACH	1/17/2025	ALLIANT ENERGY	415.88
	Manual Check	9583420000	
	Prev YR Exp/Manual Check		

2/06/2025

3:03 PM

Reprint Check Register - Quick Report - Manual

Page: 2
ACCT

1-POOLED CHECKING ACCOUNT **0307

ALL Checks

Posted From: 1/01/2025 From Account:
Thru: 1/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
ACH	1/02/2025	FIRSTNET - AT&T MOBILITY	31.99
		Manual Check Mobile Internet Service	
ACH	1/31/2025	FARMERS SAVINGS BANK	30.00
		Manual Check January ACH Fees	
V10	1/29/2025	JOHNSON, MARGARET	50.79
		Manual Check Pay period 01/06/2025 to 01/19/2025	
V11	1/29/2025	MECKLEY, KEVIN	643.44
		Manual Check Pay period 01/14/2025 to 01/19/2025	
V12	1/29/2025	PHELAN, LORI L	1,568.84
		Manual Check Pay period 01/07/2025 to 01/19/2025	
V13	1/29/2025	PHELAN, MICHAEL	275.56
		Manual Check Pay period 01/06/2025 to 01/19/2025	
V14	1/29/2025	RINIKER, MARJORIE	1,269.40
		Manual Check Pay period 01/06/2025 to 01/19/2025	
V15	1/29/2025	LOSBY, BRADEN	382.35
		Manual Check Pay period 01/06/2025 to 01/19/2025	
ACCH	1/17/2025	ASCENTIS CORPORATION	31.80
		Prev YR Exp/Manual Check Dec 2024 Inv TI-105837 01.01.2025	
V1430	1/02/2025	GORHAM, MICHAEL	1,923.92
		Manual Check Pay period 12/09/2024 to 12/22/2024	
V1431	1/02/2025	JOHNSON, HAROLD	761.59
		Manual Check Pay period 12/09/2024 to 12/22/2024	
V1432	1/02/2025	JOHNSON, MARGARET	253.89
		Manual Check Pay period 12/09/2024 to 12/22/2024	
V1433	1/02/2025	LOSBY, BRADEN	1,693.09
		Manual Check Pay period 12/09/2024 to 12/22/2024	
V1434	1/02/2025	PHELAN, LORI L	1,439.56
		Manual Check Pay period 12/09/2024 to 12/22/2024	
V1435	1/02/2025	PHELAN, MICHAEL	386.57
		Manual Check Pay period 12/09/2024 to 12/22/2024	
V1436	1/15/2025	GORHAM, MICHAEL	1,622.09
		Manual Check Pay period 12/23/2024 to 01/06/2025	
V1437	1/15/2025	JOHNSON, HAROLD	527.38
		Manual Check Pay period 12/23/2024 to 01/06/2025	
V1438	1/15/2025	JOHNSON, MARGARET	284.98
		Manual Check Pay period 12/23/2024 to 01/06/2025	
V1439	1/15/2025	LOSBY, BRADEN	1,653.60
		Manual Check Pay period 12/23/2024 to 01/06/2025	

2/06/2025

3:03 PM

Reprint Check Register - Quick Report - Manual

Page: 3
ACCT

1-POOLED CHECKING ACCOUNT **0307

ALL Checks

Posted From: 1/01/2025 From Account:
Thru: 1/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
V1440	1/15/2025	PHELAN, LORI L	1,533.17
	Manual Check	Pay period 12/23/2024 to 01/06/2025	
V1441	1/15/2025	PHELAN, MICHAEL	275.56
	Manual Check	Pay period 12/23/2024 to 01/05/2025	
V1442	1/15/2025	LOSBY, BRADEN	725.00
	Manual Check	Pay period 12/23/2024 to 01/05/2025	
184795	1/30/2025	MCSHERRY, WILLIAM	-15.00
	Manual Check	Per Bill void check donate to comm ctr	
ONLINE	1/07/2025	CHASE CARD SERVICES	5,665.00
	Prev YR Exp/Manual Check		
ONLINE	1/07/2025	US CELLULAR	24.82
	Manual Check		
RET CK FEES	1/06/2025	FARMERS SAVINGS BANK	10.00
	Manual Check	STOP PAY - Returned ck Fee	
Grand Total			48,244.54

1-POOLED CHECKING ACCOUNT **0307 ALL Checks

Posted From: 1/01/2025 From Account:
Thru: 1/31/2025 Thru Account:

	Amount
<hr/>	
Total Expenditure from Fund # 100 - GENERAL FUND	34,021.60
Total Expenditure from Fund # 140 - CAPITAL PROJECTS FUND	3,483.81
Total Expenditure from Fund # 150 - PUBLIC PROPERTY AND EVENTS	120.00
Total Expenditure from Fund # 300 - SEWER FUND	7,068.14
Total Expenditure from Fund # 400 - WATER FUND	3,550.99
Total Expenditure from all Funds	48,244.54

2/06/2025 10:21 PM

Reprint Check Register - Quick Report - Manual

Page: 1
ACCT

CHASE VISA CARD

ALL Checks

Posted From: 12/28/2024 From Account:
Thru: 1/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
STORE	1/23/2025	RIDGEWAY POST OFFICE	219.00
	Manual Check	Postage - utility bills	
ONLINE	12/17/2024	AMAZON	161.33
	Manual Check	Stamper ink refills, Avery labels	
ONLINE	12/17/2024	FUGU/ONLINE UNIVERSITIES	99.00
	Manual Check	No receipt	
ONLINE	12/17/2024	AMAZON	-161.33
	Manual Check	Reverse check to correct post date	
ONLINE	12/17/2024	FUGU/ONLINE UNIVERSITIES	-99.00
	Manual Check	Reverse check to correct post date	
ONLINE	1/10/2025	FACEBOOK/META	60.00
	Manual Check	farm market ads	
ONLINE	1/09/2025	AMAZON	101.46
	Manual Check	Pendaflex file folders (3)	
ONLINE	1/21/2025	EXTENSION WAUKESHA	40.00
	Manual Check	Farmer's Market Manager Workshop	
ONLINE	1/21/2025	AMAZON	6.64
	Manual Check	Replacement belts - Shark vacuum	
ONLINE	1/22/2025	AMAZON	44.61
	Manual Check	Lanyards for keys - pkg 25	
ONLINE	1/16/2025	AMAZON	289.98
	Manual Check	Dashcam hardware, 4 channel IR Dashcam	
ONLINE	12/28/2024	AMAZON	47.01
	Prev YR Exp/Manual Check	Marshal patches	
Grand Total			808.70

2/06/2025 10:21 PM

Reprint Check Register - Quick Report - Manual

Page: 2
ACCT

CHASE VISA CARD

ALL Checks

Posted From: 12/28/2024 From Account:
Thru: 1/31/2025 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	556.06
Total Expenditure from Fund # 150 - PUBLIC PROPERTY AND EVENTS	106.64
Total Expenditure from Fund # 300 - SEWER FUND	73.00
Total Expenditure from Fund # 400 - WATER FUND	73.00
Total Expenditure from all Funds	808.70

2/11/2025 2:26 PM

Check Register - Full Report - Regular

Page: 1

ALL Checks

ACCT

1-POOLED CHECKING ACCOUNT **0307

Dated From: 2/11/2025 From Account:
Thru: 2/11/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
185097	2/11/2025	ACP Snowmobile parking banners (2)	
100-00-55200-744-000		PARK - MATERIALS Snowmobile parking banners (2)	274.25
Total			274.25
185098	2/11/2025	AT-SCENE LLC iCrimeFighter 6/24/24-6/24/25	
100-00-52100-450-000		POLICE - COMPUTER/SOFTWARE iCrimeFighter 6/24/24-6/24/25	375.00
Total			375.00
185099	2/11/2025	BADGER MARKET RIDGEWAY INC December 2024 Statement	
			Previous Year Expense
100-00-52100-410-000		POLICE - FUEL	151.66
100-00-53311-730-000		STREETS - FUEL Truck, skidsteer	384.50
300-00-53610-000-822		FUEL-AUTO	63.87
400-00-53610-000-822		FUEL-AUTO	63.87
Total			663.90
185100	2/11/2025	BADGER MARKET RIDGEWAY INC Truck, skidsteer	
100-00-52100-410-000		POLICE - FUEL	139.19
100-00-53311-730-000		STREETS - FUEL Truck, skidsteer	236.27
100-00-55200-730-000		PARK - FUEL Bobcat	53.00
300-00-53610-000-822		FUEL-AUTO	0.00
400-00-53610-000-822		FUEL-AUTO	0.00
100-00-52100-400-000		POLICE - VEHICLE EXPENSE windshield washer	6.79
Total			435.25

2/11/2025 2:26 PM

Check Register - Full Report - Regular

ALL Checks

ACCT

1-POOLED CHECKING ACCOUNT **0307

Dated From: 2/11/2025 From Account:
Thru: 2/11/2025 Thru Account:

Table with columns: Check Nbr, Check Date, Payee, Amount. Rows include entries for BADGER METER, BILLING & ACCOUNTING, BARNEVELD-BRIGHAM FIRE RESCUE DISTRICT, AMBULANCE ANNUAL CONTRACT, CULLIGAN TOTAL WATER TREATMENT, FACILITIES UTILIITIES, VILLAGE HALL UTILITIES, POLICE - MISC SUPPLIES, CURRANS DRAIN CLEANING, COMMUNITY CENTER OPERATIONS, DAVEN, BROOKE, REAL ESTATE TAX REFUNDS, DAVIS, JUSTIN AND JADE, REAL ESTATE TAX REFUNDS.

2/11/2025 2:26 PM

Check Register - Full Report - Regular
ALL Checks

Page: 3
ACCT

1-POOLED CHECKING ACCOUNT **0307

Dated From: 2/11/2025 From Account:
Thru: 2/11/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
185107	2/11/2025	DELTA 3 ENGINEERING, INC. Inv 22665, Inv 22666 01/13/2025	
300-00-53610-000-821		OPERATION EXPENSES-WWTP D24-170 WASTEWATER WATER OPERATIONS	255.00
400-00-53610-000-821		OPERATION EXPENSES D24-170 WASTEWATER WATER OPERATIONS	255.00
300-00-53610-000-821		OPERATION EXPENSES-WWTP D21-009	540.00
400-00-53610-000-821		OPERATION EXPENSES D21-192 permit compliance	300.00
Total			1,350.00
185108	2/11/2025	DINGES FIRE COMPANY Drager/Calibration Bump Test Fire Ext.	
		Previous Year Expense	
300-00-53610-000-827		OTHER SUPPLIES & EXPENSES Inv 44328 dated 09.08.2023	95.00
Total			95.00
185109	2/11/2025	DODGEVILLE CHRONICLE Jobs opening advertising 1.2 & 1.9	
100-00-51100-150-000		BOARD MISC EXPENSES Jobs opening advrtising 1.23.25 & 1.9.25	333.90
150-00-58900-000-100		HOLIDAY HELPER EXPENSE Holiday Helpers	125.00
Total			458.90
185110	2/11/2025	FAHERTY, INC. January 2025	
100-00-53635-000-000		RECYCLING COLLECTION January 2025	1,693.30
100-00-53620-000-000		GARBAGE COLLECTION January 2025	2,637.30
Total			4,330.60
185111	2/11/2025	FILLBACK FORD INC Inv 159421 dated 12.31.2024	
100-00-52100-400-000		POLICE - VEHICLE EXPENSE Inv 159421 dated 12.31.2024	1,359.11
Total			1,359.11

2/11/2025 2:26 PM

Check Register - Full Report - Regular

Page: 4

ALL Checks

ACCT

1-POOLED CHECKING ACCOUNT **0307

Dated From: 2/11/2025 From Account:

Thru: 2/11/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
185112	2/11/2025	FINGER PUBLISHING Statement 156364 dated 01.31.2025	
100-00-51100-150-000		BOARD MISC EXPENSES Jobs opening advertising 01.03 & 01.10	558.00
		Total	558.00
185113	2/11/2025	GOLDEN, DEON & ZANDER, LINNEA Refund Ck for 2024 taxes	
100-00-21540-000-000		REAL ESTATE TAX REFUNDS Refund Ck for 2024 taxes	549.74
		Total	549.74
185114	2/11/2025	JEFFERSON COUNTY LAND AND WATER CONSERVATION Payment 2024 Phosphorus Multi-discharger	
300-00-53610-000-821		OPERATION EXPENSES-WWTP	311.58
		Total	311.58
185115	2/11/2025	LEXIPOL LLC InvLEX11246555 dated 01.01.2025	
100-00-52100-450-000		POLICE - COMPUTER/SOFTWARE Policy Manual	1,852.64
		Total	1,852.64
185116	2/11/2025	LV LABS WATER, LLC	
400-00-53710-000-682		CONTRACTED SERVICES Inv4631 Dated 1.03.2025	90.00
400-00-53710-000-682		CONTRACTED SERVICES INV 4631 Dated 02.03.2025	60.00
		Total	150.00
185117	2/11/2025	LV LABS WW,LLC	
300-00-53610-000-821		OPERATION EXPENSES-WWTP INV 4688 DATED 01.08.2025	729.50
300-00-53610-000-821		OPERATION EXPENSES-WWTP INV 4869 dated 02.05.2025	1,260.50
		Total	1,990.00

2/11/2025 2:26 PM

Check Register - Full Report - Regular

ALL Checks

ACCT

1-POOLED CHECKING ACCOUNT **0307

Dated From: 2/11/2025 From Account:
Thru: 2/11/2025 Thru Account:

Table with columns: Check Nbr, Check Date, Payee, Amount. Rows include entries for MAYME KEAGY, FARMER'S MARKET EXPENSE, NETFORTRIS AQUISITION CO. INC (WWTP), CONTRACTED SERVICES, OMNIGO SOFTWARE, POLICE - COMPUTER/SOFTWARE, PHELAN, LORI L., PIONEER RESEARCH CORPORATION, and POSTAL SOURCE, INC. with various descriptions and totals.

2/11/2025 2:26 PM

Check Register - Full Report - Regular

ALL Checks

ACCT

1-POOLED CHECKING ACCOUNT **0307

Dated From: 2/11/2025 From Account:
Thru: 2/11/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
185124	2/11/2025	RIDGEWAY UTILITIES	
100-00-55200-760-000		PARK - UTILITIES	103.64
		299 Hughett St.	
100-00-53311-760-000		STREETS - UTILITIES	25.36
		1/3 206 Kirby	
300-00-53610-000-823		UTILITIES-LIFT STATIONS&SHOP	25.36
		1/3 206 Kirby	
400-00-53610-000-823		UTILITIES-TOWER&SHOP	25.36
		1/3 206 Kirby	
100-00-52100-760-000		POLICE - UTILITIES	12.42
		208 Jarvis 10%	
100-00-51600-100-000		VILLAGE HALL UTILITIES	18.62
		208 Jarvis 15%	
100-00-51980-760-000		FACILITIES UTILIITIES	93.12
		208 Jarvis 75%	
Total			303.88
185125	2/11/2025	RULE CONSTRUCTION, LTD.	
		Inv P25-2 01/07/2025	
400-00-53700-000-650		REPAIRS & MAINTENANCE	2,067.50
		Water main break 200 block	
Total			2,067.50
185126	2/11/2025	SMD PROPERTY HOLDINGS, LLC	
		Receipt 121630	
100-00-21540-000-000		REAL ESTATE TAX REFUNDS	187.95
		Refund delinquent util paid by tenant	
Total			187.95
185127	2/11/2025	STAFFORD ROSENBAUM, LLP	
		Inv 1305146 dated 02.07.2025	
100-00-51300-000-000		LEGAL EXPENSE	703.00
		Trustee, clerk, admin services	
100-00-51300-000-000		LEGAL EXPENSE	128.00
		WEDC Contract	
Total			831.00
185128	2/11/2025	TOP PACK DEFENSE LLC	
		Inv#14961 dated 01.02.2025	

2/11/2025 2:26 PM

Check Register - Full Report - Regular

ALL Checks

ACCT

1-POOLED CHECKING ACCOUNT **0307

Dated From: 2/11/2025 From Account:
Thru: 2/11/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-52100-431-000		POLICE - UNIFORMS	441.39
		Inv#14961 dated 01.02.2025	
		Total	441.39
185129	2/11/2025	UNION TECHNOLOGY COOPERATIVE	
		INV 5068 dated 02.07.2025	
300-00-53611-000-833		MAINT OF TREATMENT SYSTEM	125.00
		Inv 4898 dated 10.15.2024	
100-00-51420-316-000		CLERK INFORMATION TECHNOLOGY	356.25
		Inv 4898 dated 10.15.2024	
		Total	481.25
185130	2/11/2025	USA BLUE BOOK	
300-00-53610-000-821		OPERATION EXPENSES-WWTP	224.04
		INV00596931 dated 01.17.2025	
300-00-53610-000-821		OPERATION EXPENSES-WWTP	251.76
		INV00556894 dated 12.03.2024	
300-00-53611-000-833		MAINT OF TREATMENT SYSTEM	-378.97
		Dup pymt applied-INV00380072 - 5/30/24	
		Total	96.83
185131	2/11/2025	VC3, INC.	
		Inv VC3-187382 dated 01.31.2025	
100-00-51100-150-000		BOARD MISC EXPENSES	1,218.75
		Onboarding termination fee	
		Total	1,218.75
185132	2/11/2025	WALWORTH COUNTY LURM	
		Payment 2024 Phosphorus Multi-discharger	
300-00-53610-000-821		OPERATION EXPENSES-WWTP	246.57
		Total	246.57
185133	2/11/2025	WATER TOWER CLEAN & COAT INC	
		Inv 5651 1/14/2025	
400-00-53700-000-650		REPAIRS & MAINTENANCE	2,550.00
		wATER TOWER DRAIN/REPAIR	
		Total	2,550.00

2/11/2025 2:26 PM

Check Register - Full Report - Regular
ALL Checks

Page: 8
ACCT

1-POOLED CHECKING ACCOUNT **0307

Dated From: 2/11/2025 From Account:
Thru: 2/11/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
185134	2/11/2025	WISC DEPT. OF JUSTICE Inv455TIME-0000017366 dated 01.10.2025	
100-00-52100-450-000		POLICE - COMPUTER/SOFTWARE Inv455TIME-0000017366 dated 01.10.2025	771.00
		Total	771.00
185135	2/11/2025	KEENE, LAMBERT Comm Freezer repair per MC	
100-00-51980-762-000		FACILITIES MAINTENANCE Comm Freezer repair per MC	450.00
		Total	450.00
		Grand Total	45,243.31

2/11/2025 2:26 PM

Check Register - Full Report - Regular

Page: 9

ALL Checks

ACCT

1-POOLED CHECKING ACCOUNT **0307

Dated From: 2/11/2025 From Account:
Thru: 2/11/2025 Thru Account:

	Amount
<hr/>	
Total Expenditure from Fund # 100 - GENERAL FUND	34,805.41
Total Expenditure from Fund # 150 - PUBLIC PROPERTY AND EVENTS	540.00
Total Expenditure from Fund # 300 - SEWER FUND	4,331.53
Total Expenditure from Fund # 400 - WATER FUND	5,566.37
Total Expenditure from all Funds	45,243.31

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

Report Date: 01/10/2025

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

Report Time: 10:05:04 AM

12/23/2024 - 01/05/2025 [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]			53.25	-2.25	20.00		9.00				80.00
PD [Police] Total:		0.00	53.25	-2.25	20.00	0.00	9.00	0.00		0.00	80.00
Head Count:											1
1 [Village of Ridgeway] Total:		0.00	53.25	-2.25	20.00	0.00	9.00	0.00		0.00	80.00
Head Count:											1
Grand Total:		0.00	53.25	-2.25	20.00	0.00	9.00	0.00		0.00	80.00
Head Count:											1

END OF REPORT

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

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
12/23/2024 Mon	204 [POV]			9.0000000		9.00
12/24/2024 Tue	202 [POH]			4.0000000		4.00
12/25/2024 Wed	202 [POH]			8.0000000		8.00
12/26/2024 Thu	205 [POP]	04:00PM*	12:00AM*	8.0000000		8.00
12/27/2024 Fri	205 [POP]	07:00PM*	12:00AM*	5.0000000		5.00
12/28/2024 Sat	205 [POP]	12:00PM*	07:00PM*	7.0000000		7.00

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					9.25		9.00		0.25
3 [SICK]									142.00
6 [FH]									
202 [POH]	1[UNUSED]	12.00		12.00					
204 [POV]	1[UNUSED]	9.00		9.00					
205 [POP]	1[UNUSED]	20.00		20.00					
TOTALS		41.00		41.00	9.25		9.00		142.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 01/07/2025

12/30/2024 - 01/05/2025 [7 days]

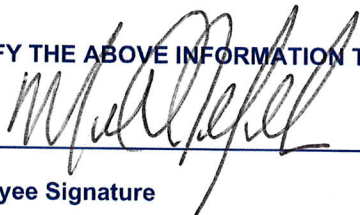
Report Time: 7:54:15 AM

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

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/30/2024 Mon	205 [POP]	04:00PM*	12:00AM*	8.0000000		8.00
12/31/2024 Tue	205 [POP]	10:00AM*	12:00AM*	14.0000000		14.00
01/01/2025 Wed	202 [POH]			8.0000000		8.00
01/02/2025 Thu	205 [POP]	08:00PM*	11:00PM*	3.0000000		3.00
01/03/2025 Fri	205 [POP]	08:00PM*	12:00AM*	4.0000000		4.00
01/04/2025 Sat	205 [POP]	12:40PM*	05:00PM*	4.2500000		4.25
01/05/2025 Sun	208 [PADJ]			-2.2500000		-2.25

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					0.25	120.00	160		120.25
3 [SICK]					142.00	4.00	hi?		146.00
6 [FH]						8.00			8.00
202 [POH]	1[UNUSED]	8.00		8.00					
205 [POP]	1[UNUSED]	33.25		33.25					
208 [PADJ]	1[UNUSED]	-2.25		-2.25					
TOTALS		39.00		39.00	142.25	132.00			274.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Mike Phelan

12-31 - 10:00 - 12:00 - 2

1-2 - 9:00 - 11:00 - 2

1-3 - 8:30 - 11:30 - 3

Total - 7

Mike Phelan

12:23 - 8:30 - 11:30 - 3

6:00 - 8:00 - 2

Total - 5



Maggie's Hours

1 message

Deputy Clerk <deputyclerk@ridgewaywi.gov>
To: Lori Phelan <clerk@ridgewaywi.gov>

Tue, Jan 7, 2025 at 8:12 PM

Maggie's hours:

- 12/26: 12pm-4pm
- 12/30: 12pm-4pm
- 1/1: 8:45am-12pm & 2:45pm-4pm & 7:30-8:30pm
- 1/2: 11am-1pm
- 1/7: 6pm-8:15pm

next
pay period

4.0
4.0
5.5
~~2.0~~
15.5 ✓

208 Jarvis Street, Ridgeway, WI 53582
608-924-5881

www.ridgewaywi.gov



E-mail correspondence to and from this address may be subject to the open records law and may be disclosed to outside parties.

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

Report Date: 01/09/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 4:01:53 PM

12/23/2024 - 01/05/2025 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	47.75 ✓	0.00	47.75
AD [General Admin]	502[TRH]	20.00 ✓	0.00	20.00
AD [General Admin]	511[CW]	5.50 ✓	0.00	5.50
SE [Sewer]	305[SADW]	4.00 ✓	0.00	4.00
WA [Water]	605[WADW]	4.00 ✓	0.00	4.00
AD001 [PHELAN, LORI L] Total:		81.25	0.00	81.25 ✓
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	2.00 ✓	0.00	2.00
SE [Sewer]	301[SEW]	2.00 ✓	0.00	2.00
SP [Streets Plowing]	401[STW]	9.00 ✓	0.00	9.00
ST [Streets]	401[STW]	12.25 ✓	0.00	12.25
WA [Water]	601[WAW]	2.00 ✓	0.00	2.00
PW003 [JOHNSON, HARRY] Total:		27.25	0.00	27.25 ✓
Employee: SP003 [LOSBY, BRADEN]				
SE [Sewer]	301[SEW]	51.00 ✓	3.00 ✓	54.00
SE [Sewer]	302[SEH]	10.00 ✓	0.00	10.00
SP [Streets Plowing]	401[STW]	2.00 ✓	0.00	2.00
WA [Water]	601[WAW]	18.00 ✓	1.00 ✓	19.00
WA [Water]	602[WAH]	10.00 ✓	0.00	10.00
SP003 [LOSBY, BRADEN] Total:		91.00	4.00	95.00
Grand Totals:		199.50	4.00	203.50

END OF REPORT

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

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

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/23/2024 Mon	401 [STW]	08:16AM	11:37AM	3.2500000		3.25
12/26/2024 Thu	401 [STW]	08:23AM	12:34PM	4.0000000		4.00
12/27/2024 Fri	401 [STW]	08:15AM	12:01PM	3.7500000		3.75

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	11.00		11.00					
TOTALS		11.00		11.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x _____
Supervisor Signature

Mon 12/23 Took boxes to RCC, streets
 Thurs 12/26 cleared snow, read water meters
 Fri 12/27 Filled flower with salts, cut up cardboard

SP003 [LOSBY, BRADEN]			
Employee ID	SP003	DEPT(G2)	PW
Pay Type	3	Last Name	LOSBY
Pay Policy	300	First Name	BRADEN

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/23/2024 Mon	301 [SEW]	06:55AM	12:28PM	5.5000000		7.50
	401 [STW]	06:27PM	08:27PM*	2.0000000		
12/24/2024 Tue	302 [SEH]			2.0000000		6.00
	301 [SEW]	08:10AM	10:10AM*	2.0000000		
	602 [WAH]			2.0000000		
12/25/2024 Wed	302 [SEH]			4.0000000		10.00
	601 [WAW]	10:17AM	12:17PM*	2.0000000		
	602 [WAH]			4.0000000		
12/26/2024 Thu	301 [SEW]	06:53AM	12:35PM	5.5000000		8.25
	301 [SEW]	01:07PM	03:38PM	2.7500000		
12/27/2024 Fri	301 [SEW]	06:55AM	02:10PM	7.2500000		7.25
12/28/2024 Sat	301 [SEW]	01:16PM	03:16PM*	2.0000000		2.00
12/29/2024 Sun	601 [WAW]	12:42PM	02:42PM*	2.0000000		2.00

Summary - SP003 [LOSBY, BRADEN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									46.25
3 [SICK]									53.75
6 [FH]									
7 [BREV]									
301 [SEW]	1[UNUSED]	25.00		25.00					
302 [SEH]	1[UNUSED]	6.00		6.00					
401 [STW]	1[UNUSED]	2.00		2.00					
601 [WAW]	1[UNUSED]	4.00		4.00					
602 [WAH]	1[UNUSED]	6.00		6.00					
TOTALS		43.00		43.00					100.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X BC

Employee Signature

X _____

Supervisor Signature

Weekly Work Log Dec 23 – Dec 29 2024 **Braden Losby**

Monday Dec 23 2024:

Daily rounds. – 2 hours

Salting roads. – 2 hours

Cleaning skimmers and screen. – 3 hours

Tuesday Dec 24 2024:

Daily rounds. – 2 hours

Wednesday Dec 25 2024:

Daily rounds. – 2 hours

Thursday Dec 26 2024:

Daily rounds. – 2 hours

Meter reads. – 3 hours

Cleaning skimmers and screen. – 3 hours

Friday Dec 27 2024:

Daily rounds. – 2 hours

Monthly Water/wastewater reports. – 3 hours

Scrubbing clarifiers. – 2 hours

Saturday Dec 28 2024:

Weekend rounds. – 2 hours

Sunday Dec 29 2024:

Weekend rounds. – 2 hours

Report Date: 12/30/2024

12/23/2024 - 12/29/2024 [7 days]

Report Time: 8:04:05 AM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/23/2024 Mon	501 [TRW]	08:02AM	01:31PM	5.5000000		10.50
	501 [TRW]	02:00PM	04:56PM	3.0000000		
	511 [CW]	05:45PM*	07:45PM*	2.0000000		
12/24/2024 Tue	502 [TRH]			4.0000000		8.25
	501 [TRW]	07:57AM	12:21PM	4.2500000		
12/25/2024 Wed	502 [TRH]			8.0000000		8.00
12/26/2024 Thu	501 [TRW]	08:00AM	12:58PM	5.0000000		8.50
	501 [TRW]	01:29PM	05:03PM	3.5000000		
12/27/2024 Fri	501 [TRW]	07:57AM	12:36PM	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]									49.00
3 [SICK]									30.25
6 [FH]									
501 [TRW]	1[UNUSED]	25.75		25.75					
502 [TRH]	1[UNUSED]	12.00		12.00					
511 [CW]	1[UNUSED]	2.00		2.00					
TOTALS		39.75		39.75					79.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Lori Phelan

Time Distribution Work Log Week of December 23-29, 2024

Monday

- Utility Receipts (1 hr)
- Prop Tax receipts
- HeyGov Meet
 - Dog License
 - Utility payments
- BOT Meeting

Tuesday

- Tax Receipts
- Utility (2 hrs)
 - Receipts
 - Late Fees
- Bank Deposits
- Timesheet
 - Allocations
 - Enter in WH
- Half Day Holiday

Wednesday

- Holiday

Thursday

- Process Payroll
- Utility (1 hr)
 - Acct move in/out
 - Final bills
- Tax receipts

Friday

- Utility bill insert (1 hr)
- Applicant letters

Report Date: 01/07/2025

12/30/2024 - 01/05/2025 [7 days]

Report Time: 7:54:15 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
12/30/2024 Mon	401 [STW]	08:19AM	12:13PM	4.000000		4.00
12/31/2024 Tue	401 [STW]	07:56AM	12:27PM	4.500000		4.50
01/02/2025 Thu	401 [STW]	08:28AM	12:15PM	3.750000		3.75
01/03/2025 Fri	401 [STW]	08:16AM	12:12PM	4.000000		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]	16.25		16.25					
TOTALS		16.25		16.25					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x _____
Supervisor Signature

Mon 12/30 streets
 Tues 12/31 streets
 Thurs 1/2 washed vehicles
 Fri 1/3 cleaned bathrooms at RLC, served 10 day disconnects

SP003 [LOSBY, BRADEN]			
Employee ID	SP003	DEPT(G2)	PW
Pay Type	3	Last Name	LOSBY
Pay Policy	300	First Name	BRADEN

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/30/2024 Mon	301 [SEW]	07:01AM	12:21PM	5.2500000		7.75
	301 [SEW]	12:56PM	03:32PM	2.5000000		
12/31/2024 Tue	301 [SEW]	06:55AM	11:54AM	5.0000000		8.25
	301 [SEW]	12:30PM	03:38PM	3.2500000		
01/01/2025 Wed	602 [WAH]			4.0000000		15.00
	301 [SEW]	10:14AM	05:17PM	7.0000000		
	302 [SEH]			4.0000000		
01/02/2025 Thu	301 [SEW]	06:54AM	05:31PM	10.5000000		10.50
01/03/2025 Fri	301 [SEW]	06:53AM	12:34PM	5.5000000		5.50

Summary - SP003 [LOSBY, BRADEN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					46.25				46.25
3 [SICK]					53.75	-53.75			
6 [FH]									
7 [BREV]									
301 [SEW]	1[UNUSED]	39.00		39.00					
302 [SEH]	1[UNUSED]	4.00		4.00					
602 [WAH]	1[UNUSED]	4.00		4.00					
TOTALS		47.00		47.00	100.00	-53.75			46.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x BL by LP
Employee Signature

x _____
Supervisor Signature

Weekly Work Log Dec 30 – Jan 5 **Braden Losby**

Monday Dec 30 2024:

Daily rounds. – 2 hours

Cleaning skimmers and screen. – 3 hours

Looking over new permit and making necessary emails and calls to labs for added sampling requirements. – 3 hours

Tuesday Dec 31 2024:

Daily rounds. – 2 hours

Getting things ready for Dodgeville crew. – 2 hours

Year end reports. – 2 hours

Staff meeting to go over new plan. – 2 hours

Wednesday Jan 1 2025:

Daily rounds. – 2 hours

Year end reports. – 3 hours

Inspecting lift stations. – 2 hours

Thursday Jan 2 2025:

Daily rounds. – 2 hours

Training Dodgeville crew. – 6 hours

Year end reports. – 2.5 hours

Friday Jan 3 2025:

Daily rounds. – 2 hours

Training Dodgeville crew. – 3.5 hours

Saturday Jan 4 2025:

Weekend rounds. – 2 hours

Sunday Jan 5 2025:

Weekend rounds. – 2 hours

Getting things ready for Dodgeville crew. – 1 hour

*Begin
Contract
work*

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 01/07/2025

12/30/2024 - 01/05/2025 [7 days]

Report Time: 7:54:15 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
12/30/2024 Mon	501 [TRW]	07:54AM	01:45PM*	5.7500000		8.75
	501 [TRW]	02:12PM*	05:22PM	3.0000000		
12/31/2024 Tue	501 [TRW]	08:00AM	01:13PM	5.2500000		8.25
	501 [TRW]	01:40PM	04:52PM	3.0000000		
01/01/2025 Wed	502 [TRH]			8.0000000		8.00
01/02/2025 Thu	501 [TRW]	07:59AM	04:38PM	8.7500000		8.75
01/03/2025 Fri	501 [TRW]	08:02AM	03:52PM	7.7500000		7.75

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					49.00	144.00			193.00
3 [SICK]					30.25	4.00			34.25
6 [FH]						8.00			8.00
501 [TRW]	1[UNUSED]	33.50		33.50					
502 [TRH]	1[UNUSED]	8.00		8.00					
TOTALS		41.50		41.50	79.25	156.00			235.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____
Employee Signature

X _____
Supervisor Signature

Lori Phelan

Time Distribution Work Log Week of December 30, 2024 - January 5, 2025

Monday

- Print/distribute timesheets
- Dog Licenses
- Utility Receipts (1 hr)
- Prop Tax receipts

Tuesday

- Receive Candidate papers
- Tax receipts
 - To county for payments rec'd there
- Website updates
- Bank Deposits
- Prepare and submit 4th Qtr wage and unemployment reports
 - Mail 941 and 941sb
 - Upload unemployment report

Wednesday

- Holiday

Thursday

- 2025 Accounting Updates
 - Adopt budgets in WH
 - Print and save WH budgets
 - Post to website
 - Process Beginning balances
- Bank Reconciliations

Friday

- Tax receipts
- Unemployment quarterly filing update
- Prepare/post agenda BOT Meeting
 - Checks for board approval
 - Credit card receipts
 - Prior month ACH

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

Report Date: 01/22/2025

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

Report Time: 4:34:21 PM

01/06/2025 - 01/19/2025 [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]			83.00	-3.00					13.00	93.00
PD [Police] Total:		0.00	83.00	-3.00	0.00	0.00	0.00	0.00	13.00	93.00
<i>Head Count:</i>										1
1 [Village of Ridgeway] Total:		0.00	83.00	-3.00	0.00	0.00	0.00	0.00	13.00	93.00
<i>Head Count:</i>										1
Grand Total:		0.00	83.00	-3.00	0.00	0.00	0.00	0.00	13.00	93.00
<i>Head Count:</i>										1

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 01/13/2025

01/06/2025 - 01/12/2025 [7 days]

Report Time: 10:57:14 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
01/06/2025 Mon	205 [POP]	08:00AM*	04:00PM*	8.0000000		12.00
	205 [POP]	05:00PM*	09:00PM*	4.0000000		
01/07/2025 Tue	205 [POP]	08:00AM*	04:00PM*	8.0000000		8.00
01/08/2025 Wed	205 [POP]	08:00AM*	04:00PM*	8.0000000		10.50
	205 [POP]	06:00PM*	08:30PM*	2.5000000		
01/09/2025 Thu	205 [POP]	08:00AM*	04:00PM*	8.0000000		8.00
01/10/2025 Fri	205 [POP]	08:00AM*	12:00PM*	4.0000000		9.00
	205 [POP]	07:00PM*	12:00AM*	5.0000000		
01/11/2025 Sat	206 [POG]	06:00PM*	01:00AM*	7.0000000		7.00

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									160.25
3 [SICK]									146.00
6 [FH]									8.00
205 [POP]	1[UNUSED]	47.50		47.50					
206 [POG]	1[UNUSED]	7.00		7.00					
TOTALS		54.50		54.50					314.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

1-11-2025 - 1800-0100 - Traffic Green

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 01/20/2025

01/13/2025 - 01/19/2025 [7 days]

Report Time: 10:47:01 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
01/13/2025 Mon	205 [POP]	12:30PM*	06:00PM*	5.5000000		5.50
01/14/2025 Tue	205 [POP]	04:00PM*	01:00AM*	9.0000000		9.00
01/15/2025 Wed	205 [POP]	06:00PM*	11:00PM*	5.0000000		5.00
01/16/2025 Thu	205 [POP]	11:00AM*	11:00PM*	12.0000000		12.00
01/18/2025 Sat	206 [POG]	06:00PM*	12:00AM*	6.0000000		6.00
01/19/2025 Sun	205 [POP]	12:00AM*	01:00AM*	1.0000000		1.00
	205 [POP]	08:00PM*	11:00PM*	3.0000000		
	208 [PADJ]			-3.0000000		1.00

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									160.25
3 [SICK]									146.00
6 [FH]									8.00
205 [POP]	1[UNUSED]	35.50		35.50					
206 [POG]	1[UNUSED]	6.00		6.00					
208 [PADJ]	1[UNUSED]	-3.00		-3.00					
TOTALS		38.50		38.50					314.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  Employee Signature

X _____ Supervisor Signature

Mike Phelan ✓

1-6-8:00-10:00-2

1-7-8:30-11:30-3

1-8-8:30-11:30-3

1-10-8:30-10:30-2

~~Total~~ - 10

1-12-9:00-11:00-2

Total - 12

Hours

Braden Losby <bradenlosby@yahoo.com>
To: Lori Phelan <clerk@ridgewaywi.gov>

Thu, Jan 16, 2025 at 12:37 PM

- 1-6-25 3 hours dumping digesters and reports
- 1-8-25 2 hours looking into water tower issue
- 1-11-25 2 hours weekend rounds
- 1-12-25 2 hours weekend rounds

Sent from Yahoo Mail for iPhone

Sewer - 5
Water - 4
9

Hours

1 message

Braden Losby <bradenlosby@yahoo.com>
To: Lori Phelan <clerk@ridgewaywi.gov>

Mon, Jan 20, 2025 at 10:14 AM

- 1-16-25 2 hours working with Dennis on computer issue at wwtp
- 1-18-25 2 hours weekend rounds
- 1-19-25 2 hours weekend rounds

Sent from Yahoo Mail for iPhone

Sewer - 4
Water - 2

6

RECEIVED
JAN 20 2025
village of ridgeway

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

Report Date: 01/22/2025
 Report Time: 3:54:22 PM

Primary Sort By: Employee;DEPT(G2)
 01/06/2025 - 01/19/2025 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	41.75	11.25	53.00
AD [General Admin]	504[TRV]	4.00	0.00	4.00
AD [General Admin]	511[CW]	12.00	0.00	12.00
EL [ADMIN-ELECTION]	551[ECW]	3.00	0.00	3.00
SE [Sewer]	305[SADW]	0.25	0.00	0.25
WA [Water]	605[WADW]	5.25	0.00	5.25
AD001 [PHELAN, LORI L] Total:		66.25	11.25	77.50
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	43.00	0.00	43.00
PA [Parks]	101[PAW]	12.00	0.00	12.00
SE [Sewer]	305[SADW]	8.50	0.00	8.50
WA [Water]	605[WADW]	8.50	0.00	8.50
AD005 [RINIKER, MARJORIE] Total:		72.00	0.00	72.00
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	14.50	0.00	14.50
SE [Sewer]	301[SEW]	3.00	0.00	3.00
ST [Streets]	401[STW]	11.00	0.00	11.00
WA [Water]	601[WAW]	16.00	0.00	16.00
PW003 [JOHNSON, HARRY] Total:		44.50	0.00	44.50
Employee: SP004 [MECKLEY, KEVIN]				
ST [Streets]	401[STW]	32.00	0.00	32.00
SP004 [MECKLEY, KEVIN] Total:		32.00	0.00	32.00
Grand Totals:		214.75	11.25	226.00

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 01/13/2025

01/06/2025 - 01/12/2025 [7 days]

Report Time: 10:57:13 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
01/06/2025 Mon	501 [TRW]	07:00AM*	12:50PM	5.7500000		10.50
	501 [TRW]	01:17PM	06:01PM	4.7500000		
01/07/2025 Tue	501 [TRW]	07:51AM	12:46PM	5.0000000		9.75
	501 [TRW]	01:22PM	05:55PM	4.7500000		
01/08/2025 Wed	501 [TRW]	07:57AM	02:41PM	6.7500000		12.00
	501 [TRW]	03:19PM	08:36PM	5.2500000		
01/09/2025 Thu	501 [TRW]	08:04AM	03:06PM	7.0000000		8.75
	501 [TRW]	03:29PM	05:08PM	0.7500000	1.0000000	
01/10/2025 Fri	501 [TRW]	07:52AM	02:13PM		6.5000000	6.50
01/11/2025 Sat	501 [TRW]	09:47AM	01:29PM		3.7500000	3.75

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									193.00
3 [SICK]									34.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	40.00	11.25	51.25					
TOTALS		40.00	11.25	51.25					235.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Lori L. Phelan

Employee Signature

X _____

Supervisor Signature

Lori Phelan

Time Distribution Work Log Week of January 6-12, 2025

Monday

- New employee start day paperwork/tour/training
- ~~Print/distribute timesheets.~~
- Water main break
 - Resident phone calls
 - Social post/subscriber notifications

Tuesday

- Print/distribute timesheets
- State insurance data for conversion
- Property tax receipts
- Training (1 hr)
 - Util Rec
- Freezer

Wednesday

- Training (2 hr)
 - Canva
 - Interfacing in WH
 - Entering dog licenses
- Water tower (2 hr)
- Print checks
- Prepare/pay January tax settlement
- Board meeting

Thursday

- Allocate timesheets
- Begin W2 processes
- Update employee wage/benefit information
- Train MR

Friday

- Calculate/process payroll
 - Pay 941
- Tax receipts
- Deposit

Saturday

- Enter tax receipts
- Process returned ck in utility (30 min)
- Prepare new employee forms
- Set up new employee in Novatime

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 01/20/2025

01/13/2025 - 01/19/2025 [7 days]

Report Time: 10:47:01 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
01/13/2025 Mon	701 [ADSW]	07:51AM	01:22PM	5.5000000		8.50
	701 [ADSW]	01:58PM	05:04PM	3.0000000		
01/14/2025 Tue	701 [ADSW]	07:52AM	01:22PM	5.5000000		9.75
	701 [ADSW]	01:52PM	05:58PM	4.2500000		
01/15/2025 Wed	701 [ADSW]	07:56AM	01:00PM	5.0000000		8.00
	701 [ADSW]	02:37PM	05:37PM	3.0000000		
01/16/2025 Thu	701 [ADSW]	08:03AM	12:35PM	4.5000000		6.75
	701 [ADSW]	02:18PM	04:29PM	2.2500000		
01/17/2025 Fri	701 [ADSW]	07:56AM	11:02AM	3.0000000		3.00

Summary - AD005 [RINIKER, MARJORIE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
701 [ADSW]	1[UNUSED]	36.00		36.00					
TOTALS		36.00		36.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x _____
Supervisor Signature

Week of Jan 13 - Jan 17

Monday -

- Utility payments (.25)
- Processed last day notices
- Worked on updating procedures

Tuesday -

- assisted customers
- utilities (3)
- filing
- trained with Maggie (1.5)

Wednesday -

- researched health care options
- trained on/processed utilities (1.5)
- learned final reads
- spent time in library straightening up
- trained with Maggie

Thurs -

- Utility payments (1 hr)
- Spent time in library
- Worked in Canva, learning
- Pulled invoices for freezer

Fri -

- Admin tasks
- Called for quotes on banners for snowmobilers
- Canva work on thank you

Report Date: 01/13/2025

01/06/2025 - 01/12/2025 [7 days]

Report Time: 10:57:14 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
01/06/2025 Mon	401 [STW]	08:23AM	12:33PM	4.0000000		4.00
01/07/2025 Tue	401 [STW]	08:16AM	12:45PM	4.5000000		4.50
01/08/2025 Wed	401 [STW]	08:23AM	12:29PM	4.0000000		
	601 [WAW]	01:30PM*	04:00PM*	2.5000000		6.50
01/09/2025 Thu	401 [STW]	08:00AM*	12:44PM	4.7500000		4.75
01/10/2025 Fri	401 [STW]	08:17AM	11:55AM	3.7500000		3.75

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	21.00		21.00					
601 [WAW]	1[UNUSED]	2.50		2.50					
TOTALS		23.50		23.50					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Harry Johnson
Employee Signature

x _____
Supervisor Signature

Mon 1/6 Water main break, Helped at treatment plant ✓
 Tues 1/7 cleaned out freezer, checked heater at treatment plant
 Wed 1/8 opened treatment plant for Collins & Hynes, Water Tower
 Thurs 1/9 Water department
 Fri 1/10 check water towers well, cleaned treatment plant garage

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 01/20/2025

01/13/2025 - 01/19/2025 [7 days]

Report Time: 10:47:01 AM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
01/13/2025 Mon	501 [TRW]	07:57AM	12:38PM	4.7500000		8.50
	501 [TRW]	01:15PM	05:04PM	3.7500000		
01/14/2025 Tue	504 [TRV]			4.0000000		7.25
	501 [TRW]	06:53AM	07:55AM	1.0000000		
01/15/2025 Wed	501 [TRW]	02:32PM	04:44PM	2.2500000		8.00
	501 [TRW]	07:58AM	12:16PM	4.2500000		
01/16/2025 Thu	501 [TRW]	01:03PM	04:51PM	3.7500000		8.00
	501 [TRW]	07:57AM	12:05PM	4.0000000		
01/17/2025 Fri	501 [TRW]	12:45PM*	04:43PM*	4.0000000		4.25
	501 [TRW]	07:58AM	12:13PM	4.2500000		

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					193.00		4.00		189.00
3 [SICK]									34.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	32.00		32.00					
504 [TRV]	1[UNUSED]	4.00		4.00					
TOTALS		36.00		36.00	193.00		4.00		231.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan
Employee Signature

x _____
Supervisor Signature

Lori Phelan

Time Distribution Work Log Week of January 12-18, 2025

Monday

- Print/distribute timesheets
- Emails
- Prop Tax Receipts
- Election information

Tuesday

- KM first day
 - Shop access
 - Timesheets
 - New employee paperwork
- DPW interviews
 - Schedule
 - Prepare agenda
- Vacation half day

Wednesday

- Property tax
- HeyGov/WH interface
- Election preparation/primary/spring ballot order

Thursday

- Bank deposit for courier
- Pollworker schedules- 02/18 & 04/01
- WRS Annual Report
- Uniform changes

Friday

- WRS annual report
- Principal Life new employee
- Bank Deposit

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 01/13/2025

01/06/2025 - 01/12/2025 [7 days]

Report Time: 10:57:13 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
01/06/2025 Mon	701 [ADSW]	08:00AM*	01:00PM*	5.0000000		8.00
	701 [ADSW]	01:30PM*	04:30PM*	3.0000000		
01/07/2025 Tue	701 [ADSW]	08:03AM	01:33PM	5.5000000		10.25
	701 [ADSW]	02:02PM	04:36PM	2.5000000		
	701 [ADSW]	06:03PM	08:15PM	2.2500000		
01/08/2025 Wed	701 [ADSW]	07:58AM	11:58AM	4.0000000		7.75
	701 [ADSW]	01:36PM	04:36PM	3.0000000		
	701 [ADSW]	06:54PM	07:40PM	0.7500000		
01/09/2025 Thu	701 [ADSW]	07:57AM	12:47PM	4.7500000		7.00
	701 [ADSW]	02:17PM	04:27PM	2.2500000		
01/10/2025 Fri	701 [ADSW]	07:54AM	11:00AM	3.0000000		3.00

Summary - AD005 [RINIKER, MARJORIE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
701 [ADSW]	1[UNUSED]	36.00		36.00					
TOTALS		36.00		36.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

Marj Riniker
 Employee Signature

X _____
 Supervisor Signature

Week of Jan 6 - Jan 10

Monday -

- Read manual and train on opening procedures
- Learned how to do utility payments (2 hrs)
- Filled out paperwork

Tuesday -

- Opening procedures
- Trained on misc procedures
- Prepped for Park & Rec meeting
- Train on Utility payments (1 hr)
- attended Park & rec mtg
- assisted customers

Wednesday -

- did opening routine
- explored Canva
- posted FB
- learned basics of Municode
- Utility payments (1 hr)
- learned dog licensing
- researched banners
- attended Board meeting

Thurs -

- Utility payments (1.5 hrs)
- Learned posting on FB/website/notifications
- Assisted library ladies
- Set up file folders for 2025
- Did dog tags

Fri -

- Admin tasks
- Zoom meeting
- Worked in Canva

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
01/13/2025 Mon	401 [STW]	08:16AM	12:19PM	4.000000		4.00
01/14/2025 Tue	401 [STW]	07:46AM	12:01PM	4.250000		4.25
01/15/2025 Wed	401 [STW]	08:13AM	12:16PM	4.000000		4.00
01/16/2025 Thu	401 [STW]	09:45AM	12:18PM	2.500000		
	401 [STW]	01:17PM	03:48PM	2.500000		5.00
01/17/2025 Fri	401 [STW]	08:23AM	12:09PM	3.750000		3.75

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	21.00		21.00					
TOTALS		21.00		21.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Harry Johnson*
Employee Signature

X _____
Supervisor Signature

1/13 Mon Filled Tracks with salt, pushed back brush pile
 1/14 Tues Plowed snow, showed Kevin around town
 1/15 wed Moped floors at RCU, adjusted heaters in bath rooms
 1/16 Thurs checked vacuum cleaner belt, checked drain in bath room
 1/17 Fri Took down christmas street lights, checked WWTP heaters

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 01/20/2025

01/13/2025 - 01/19/2025 [7 days]


Report Time: 10:47:01 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
01/14/2025 Tue	401 [STW]	06:59AM	12:30PM	5.5000000		8.00
	401 [STW]	12:59PM	03:30PM	2.5000000		
01/15/2025 Wed	401 [STW]	07:01AM	12:30PM	5.5000000		8.00
	401 [STW]	01:00PM	03:30PM	2.5000000		
01/16/2025 Thu	401 [STW]	07:00AM	12:30PM	5.5000000		8.00
	401 [STW]	01:00PM	03:30PM	2.5000000		
01/17/2025 Fri	401 [STW]	07:00AM	12:30PM	5.5000000		8.00
	401 [STW]	01:00PM	03:30PM	2.5000000		

Summary - SP004 [MECKLEY, KEVIN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	32.00		32.00					
TOTALS		32.00		32.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

*Streets - Training w/ Harry and getting familiar w/ equipment.
Organize shop*

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

Report Date: 02/03/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 5:16:26 PM

01/20/2025 - 02/02/2025 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	59.75	1.00	60.75
AD [General Admin]	511[CW]	8.75	1.25	10.00
EL [ADMIN-ELECTION]	551[ECW]	3.00	0.00	3.00
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:		80.00	2.25	82.25
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	56.25	0.00	56.25
SE [Sewer]	305[SADW]	8.00	0.00	8.00
WA [Water]	605[WADW]	8.00	0.00	8.00
AD005 [RINIKER, MARJORIE] Total:		72.25	0.00	72.25
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	14.75	0.00	14.75
PA [Parks]	101[PAW]	7.75	0.00	7.75
SE [Sewer]	301[SEW]	2.00	0.00	2.00
SP [Streets Plowing]	401[STW]	4.00	0.00	4.00
ST [Streets]	401[STW]	4.25	0.00	4.25
WA [Water]	601[WAW]	3.00	0.00	3.00
PW003 [JOHNSON, HARRY] Total:		35.75	0.00	35.75
Employee: SP004 [MECKLEY, KEVIN]				
PA [Parks]	101[PAW]	1.50	0.00	1.50
SE [Sewer]	301[SEW]	2.00	0.00	2.00
SP [Streets Plowing]	401[STW]	8.75	0.00	8.75
ST [Streets]	401[STW]	65.75	3.25	69.00
WA [Water]	601[WAW]	2.00	0.00	2.00
SP004 [MECKLEY, KEVIN] Total:		80.00	3.25	83.25
Grand Totals:		268.00	5.50	273.50

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 01/27/2025

01/20/2025 - 01/26/2025 [7 days]

Report Time: 12:43:31 PM

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
01/20/2025 Mon	501 [TRW]	08:01AM	12:17PM	4.2500000		8.50
	501 [TRW]	12:48PM	05:00PM	4.2500000		
01/21/2025 Tue	501 [TRW]	07:59AM	02:15PM	6.2500000		8.25
	501 [TRW]	02:43PM	04:39PM	2.0000000		
01/22/2025 Wed	501 [TRW]	07:35AM	01:12PM	5.7500000		9.50
	501 [TRW]	01:40PM	05:30PM	3.7500000		
01/23/2025 Thu	501 [TRW]	07:54AM	12:29PM	4.5000000		9.50
	501 [TRW]	01:00PM*	04:53PM	4.0000000		
	511 [CW]	06:00PM*	07:00PM*	1.0000000		
01/24/2025 Fri	501 [TRW]	07:47AM	12:56PM	4.2500000	1.0000000	5.25

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									189.00
3 [SICK]									34.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	39.00	1.00	40.00					
511 [CW]	1[UNUSED]	1.00		1.00					
TOTALS		40.00	1.00	41.00					231.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan
Employee Signature

x _____
Supervisor Signature

Lori Phelan

Time Distribution Work Log Week of January 20-26, 2025

Monday

- Print/distribute timesheets
- Utility (2 hr)
- Tax receipts

Tuesday

- Draft minutes
- Post approved minutes
- Farmers Savings questions
- Utility (2 hrs)

Wednesday

- Auditor on site
- To county/election materials

Thursday

- Payroll
- DPW position

Friday

- Enter invoices
- Submit/pay payroll taxes and WRS
 - Calculate corrections for WRS next payroll

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 01/27/2025

01/20/2025 - 01/26/2025 [7 days]

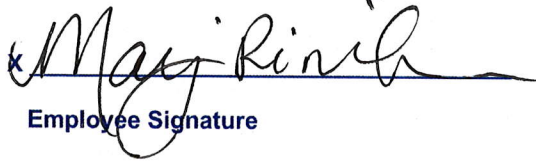
Report Time: 12:43:31 PM

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
01/20/2025 Mon	701 [ADSW]	08:01AM	12:53PM	5.0000000		8.00
	701 [ADSW]	01:38PM	04:38PM	3.0000000		
01/21/2025 Tue	701 [ADSW]	07:56AM	12:59PM	5.0000000		8.00
	701 [ADSW]	01:32PM	04:30PM	3.0000000		
01/22/2025 Wed	701 [ADSW]	08:00AM	02:01PM	6.0000000		8.00
	701 [ADSW]	02:30PM	04:30PM	2.0000000		
01/23/2025 Thu	701 [ADSW]	07:56AM	01:12PM	5.2500000		8.00
	701 [ADSW]	01:42PM	04:30PM	2.7500000		
01/24/2025 Fri	701 [ADSW]	07:54AM	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
701 [ADSW]	1[UNUSED]	36.00		36.00					
TOTALS		36.00		36.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x _____
Supervisor Signature

Week of Jan 20 - Jan 24

Monday -

- Utility payments (.5)
- Created graphic and posted in FB
- Created 2025 Imp date calendar
- Trained with Maggie on creating agendas

Tuesday -

- assisted customers
- utilities (1.5)
- postings in FB
- creating content in Canva
- wrote procedures
- learned entering invoices in WH and wrote procedures
- pulled invoices

Wednesday -

- processed utilities (1)
- Created/posted FB
- Learned bldg permit/new res process and wrote procedures
- Filed invoices

Thurs -

- Utility payments (1 hr)
- Worked on Freezer estimate/ins claim
- Spent time in library
- Posted FB

Fri -

- Admin tasks
- Learned to do e-bill set up in HeyGov and wrote procedures

Report Date: 01/27/2025

01/20/2025 - 01/26/2025 [7 days]

Report Time: 12:43:31 PM

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
01/21/2025 Tue	611 [FMW]	08:31AM	12:21PM	3.7500000		3.75
01/22/2025 Wed	611 [FMW]	08:15AM	12:15PM	4.0000000		4.00
01/23/2025 Thu	401 [STW]	07:46AM	11:51AM	4.0000000		4.00
01/24/2025 Fri	401 [STW]	08:34AM	12:00PM	3.5000000		3.50

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	7.50		7.50					
611 [FMW]	1[UNUSED]	7.75		7.75					
TOTALS		15.25		15.25					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

[Signature]
 Employee Signature

X _____
 Supervisor Signature

✓ 1/21 Tue installed space heaters, stocked bathrooms, emptied garbage
 ✓ 1/22 Wed checked heaters in wells, trip to Hennessys for radiator
 sweep gym floor, hcc work
 ✓ 1/23 Thurs plowed & salted streets, filled trucks with salt
 ✓ 1/24 Fri repaired vacuum cleaner, moved tables, hcc work

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 01/27/2025

01/20/2025 - 01/26/2025 [7 days]

Report Time: 12:43:32 PM

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
01/20/2025 Mon	401 [STW]	07:00AM	12:30PM	5.5000000		8.00
	401 [STW]	01:00PM	03:30PM	2.5000000		
01/21/2025 Tue	401 [STW]	07:00AM	12:30PM	5.5000000		8.00
	401 [STW]	01:00PM	03:30PM	2.5000000		
01/22/2025 Wed	401 [STW]	07:00AM	12:30PM	5.5000000		8.00
	401 [STW]	01:00PM	03:30PM	2.5000000		
01/23/2025 Thu	401 [STW]	03:38AM	12:30PM	8.7500000		11.25
	401 [STW]	01:00PM	03:30PM	2.5000000		
01/24/2025 Fri	401 [STW]	07:00AM	12:30PM	4.7500000	0.7500000	8.00
	401 [STW]	01:00PM	03:30PM		2.5000000	

Summary - SP004 [MECKLEY, KEVIN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	40.00	3.25	43.25					
TOTALS		40.00	3.25	43.25					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Report Date: 02/03/2025

01/27/2025 - 02/02/2025 [7 days]

Report Time: 7:16:03 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
01/27/2025 Mon	501 [TRW]	08:04AM	12:44PM	4.7500000		
	501 [TRW]	01:13PM	04:53PM	3.7500000		8.50
01/28/2025 Tue	501 [TRW]	08:01AM	12:23PM	4.5000000		
	501 [TRW]	12:49PM	04:34PM	3.7500000		8.25
01/29/2025 Wed	501 [TRW]	07:59AM	01:10PM	5.2500000		
	501 [TRW]	01:41PM	04:33PM	2.7500000		8.00
01/30/2025 Thu	501 [TRW]	08:02AM	12:48PM	4.7500000		
	501 [TRW]	01:12PM	04:32PM	3.2500000		8.00
01/31/2025 Fri	501 [TRW]	07:59AM	01:30PM*	5.5000000		5.50
02/01/2025 Sat	511 [CW]	10:57AM*	12:32PM	1.5000000		1.50
02/02/2025 Sun	511 [CW]	08:00PM*	09:30PM*	0.2500000	1.2500000	1.50

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									189.00
3 [SICK]					34.25	4.00			38.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	38.25		38.25					
511 [CW]	1[UNUSED]	1.75	1.25	3.00					
TOTALS		40.00	1.25	41.25	34.25	4.00			235.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan
Employee Signature

x _____
Supervisor Signature

Lori Phelan

Time Distribution Work Log Week of January 27-February 2, 2025

Monday

- Mail absentee ballots
- HeyGov meeting
- Prop tax receipting
- Year end payroll
 - Prepare & mail W-2's
 - Submit W-2
 - SSA
 - Wisc DOR

Tuesday

- Property Tax Receipts
- Online utility receipts (30 min)
- Bank Deposit
- Prepare/post FC Meeting Agenda
- Train MR-Beacon (2hrs)

Wednesday

- To county/election materials
- Train MR-Utility billing (2 hrs)
- Weekly timesheet allocations

Thursday

- Bank deposit for courier
- ICE Pre-lat (2 hrs)
- Prop Tax Receipting
- Enter invoices/call vendors with questions
- Bank reconciliation (mark txns)

Friday

- Rec'd complaint form
- Tax receipting/social post
- Bank Deposit

Saturday

- Discussion with MC
- Interest receipts in WH
- Bank reconciliation

Sunday

- Email DPW applicant
- Draft FC minutes
- BOT agenda

Report Date: 02/03/2025

01/27/2025 - 02/02/2025 [7 days]

Report Time: 7:16:03 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
01/27/2025 Mon	701 [ADSW]	07:55AM	01:13PM	5.2500000		8.00
	701 [ADSW]	01:45PM	04:32PM	2.7500000		
01/28/2025 Tue	701 [ADSW]	07:56AM	12:50PM	4.7500000		8.75
	701 [ADSW]	01:21PM	05:12PM	4.0000000		
01/29/2025 Wed	701 [ADSW]	07:54AM	01:48PM	5.7500000		8.00
	701 [ADSW]	02:19PM	04:32PM	2.2500000		
01/30/2025 Thu	701 [ADSW]	07:51AM	01:16PM	5.5000000		7.50
	701 [ADSW]	02:37PM	04:30PM	2.0000000		
01/31/2025 Fri	701 [ADSW]	07:56AM	12:04PM	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
3 [SICK]						4.00			4.00
701 [ADSW]	1[UNUSED]	36.25		36.25					
TOTALS		36.25		36.25		4.00			4.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Week of Jan 27 - Jan 31

Monday -

- Utility payments (.5)
- Created graphic and posted in FB
- Assisted customers
- Set up Beacon reading
- Created Amended agenda for P&R meeting

Tuesday -

- assisted customers
- Worked on Freezer estimate/ins claim
- Got utility bills ready for printing / worked in Beacon
- wrote procedures
- meeting for Girls on the Run

Wednesday -

- processed utilities billing (4 hours?)
- Created/posted FB

Thurs -

- Utility billing (1 hr)
- Spent time in library
- Amended agenda and redid minutes for P&R meeting
- Finalized snow banners and HH postcards
- Vet bricks

Fri -

- Admin tasks
- Research grant workshops
- Met with Michele

Report Date: 02/03/2025

01/27/2025 - 02/02/2025 [7 days]

Report Time: 7:16:03 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
01/27/2025 Mon	401 [STW]	08:09AM	11:39AM	3.500000		3.50
01/28/2025 Tue	401 [STW]	08:04AM	12:11PM	4.250000		4.25
01/29/2025 Wed	401 [STW]	08:22AM	12:46PM	4.500000		4.50
01/30/2025 Thu	401 [STW]	08:21AM	12:30PM	4.250000		4.25
01/31/2025 Fri	401 [STW]	08:16AM	12:10PM	4.000000		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]	20.50		20.50					
TOTALS		20.50		20.50					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x _____
Supervisor Signature

Mon 1/27 worked at shops RCC
 Tues 1/28 Read Meters
 Wed 1/29 worked at park, tried to locate water curb box at 107 theobald st.
 Thurs 1/30 Looked for keys for dog stations, cleaned bathrooms
 Fri 1/31 Mopped bathroom floors, cleaned gym, emptied garbage

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 02/03/2025

01/27/2025 - 02/02/2025 [7 days]

Report Time: 7:16:03 AM

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

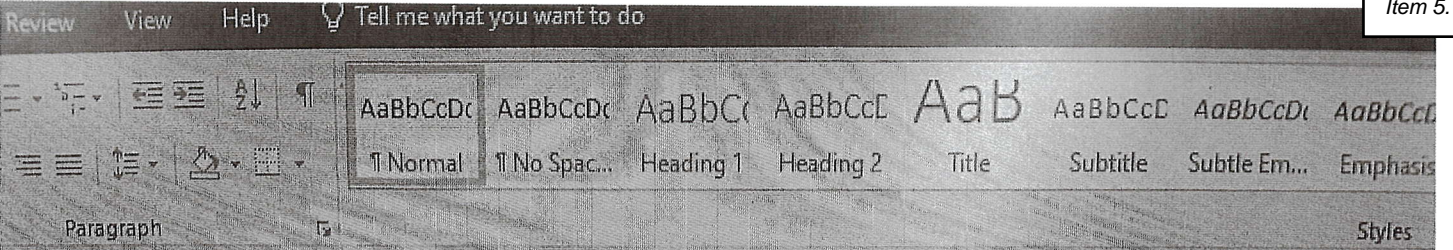
Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
01/27/2025 Mon	401 [STW]	07:00AM	12:30PM	5.5000000		8.00
	401 [STW]	01:00PM	03:30PM	2.5000000		
01/28/2025 Tue	401 [STW]	07:00AM	12:30PM	5.5000000		8.00
	401 [STW]	01:00PM	03:30PM	2.5000000		
01/29/2025 Wed	401 [STW]	07:00AM	01:00PM	6.0000000		8.00
	401 [STW]	01:30PM	03:30PM	2.0000000		
01/30/2025 Thu	401 [STW]	07:00AM	12:30PM	5.5000000		8.00
	401 [STW]	01:00PM	03:30PM	2.5000000		
01/31/2025 Fri	401 [STW]	07:00AM	12:30PM	5.5000000		8.00
	401 [STW]	01:00PM	03:30PM	2.5000000		

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

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____
Employee Signature

X  _____
Supervisor Signature



Weekly Work Log January 27 – January 31 2025 **Kevin Meckley**

Thursday January 30, 2025

- Washed and greased skidsteer – 2 hours
- Cleaned shop and took out garbage – 2 hours
- Cleaned up garbage and broken glass on Main St. – 1.5 hours
- Filled pot holes on Well St. – 1.5 hours
- Picked up trash at the park – 1 hour

Friday January 31, 2025

- Filled pot holes on Well St. and sewer plant driveway – 3 hours
- Washed and greased UTV – 2 hours
- Checked all garbage cans at park and the green - .5 hours
- Organized shelves in the shop – 2.5 hours

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

Item 5.

Report Date: 02/03/2025

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

Report Time: 5:15:59 PM

01/20/2025 - 02/02/2025 [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]			77.50	2.50							80.00
PD [Police] Total:		0.00	77.50	2.50	0.00	0.00	0.00	0.00	0.00	0.00	80.00
Head Count:											1
1 [Village of Ridgeway] Total:		0.00	77.50	2.50	0.00	0.00	0.00	0.00	0.00	0.00	80.00
Head Count:											1
Grand Total:		0.00	77.50	2.50	0.00	0.00	0.00	0.00	0.00	0.00	80.00 ✓
Head Count:											1

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Item 5.

Report Date: 01/27/2025

01/20/2025 - 01/26/2025 [7 days]

Report Time: 12:43:31 PM

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
01/20/2025 Mon	205 [POP]	03:00PM*	11:30PM*	8.5000000		8.50
01/21/2025 Tue	205 [POP]	03:00PM*	12:30AM*	9.5000000		9.50
01/22/2025 Wed	203 [POS]			4.0000000		4.00
01/23/2025 Thu	205 [POP]	03:30PM*	11:30PM*	8.0000000		8.00
01/24/2025 Fri	205 [POP]	08:00PM*	04:00AM*	8.0000000		8.00
01/26/2025 Sun	205 [POP]	08:30PM*	01:00AM*	4.5000000		4.50

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									160.25
3 [SICK]					146.00		4.00		142.00
6 [FH]									8.00
203 [POS]	1[UNUSED]	4.00		4.00					
205 [POP]	1[UNUSED]	38.50		38.50					
TOTALS		42.50		42.50	146.00		4.00		310.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Report Date: 02/03/2025

01/27/2025 - 02/02/2025 [7 days]

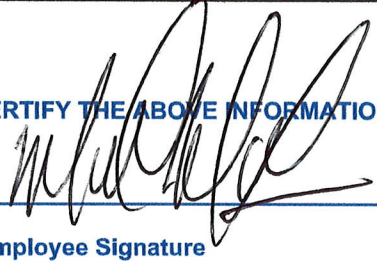
Report Time: 7:16:03 AM

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

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
01/27/2025 Mon	205 [POP]	02:30PM*	04:30PM*	2.0000000		
	205 [POP]	07:30PM*	10:30PM*	3.0000000		5.00
01/28/2025 Tue	205 [POP]	02:00PM*	06:30PM*	4.5000000		
	205 [POP]	09:00PM*	03:00AM*	6.0000000		10.50
01/29/2025 Wed	205 [POP]	01:00PM*	01:30PM*	0.5000000		
	205 [POP]	05:00PM*	01:30AM*	8.5000000		9.00
01/30/2025 Thu	205 [POP]	10:00PM*	01:00AM*	3.0000000		3.00
02/01/2025 Sat	205 [POP]	08:30PM*	04:00AM*	7.5000000		7.50
02/02/2025 Sun	205 [POP]	08:00PM*	12:00AM*	4.0000000		
	208 [PADJ]			2.5000000		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]									160.25
3 [SICK]					146.00	4.00			150.00
6 [FH]									8.00
205 [POP]	1[UNUSED]	39.00		39.00					
208 [PADJ]	1[UNUSED]	2.50		2.50					
TOTALS		41.50		41.50	146.00	4.00			318.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
 Employee Signature

X _____
 Supervisor Signature

Note Replace my 4 Hours of Sick
 The week before please

Work hours

1 message

Braden Losby <bradenlosby@yahoo.com>
To: Lori Phelan <clerk@ridgewaywi.gov>

Tue, Jan 28, 2025 at 9:02 PM

- 1-22-25 4:00am- 6:00am call in for low well temp alarm 2 - W
- 1-22-25 9:00pm- 11:00pm call in for scata communication issue 2 - S
- 1-24-25 11:00pm- 1:00am call in for communication issue with scata. 2 - S
- 1-25-25 3:00am- 5:00am call in for tower level critically low due to communication fail. 2 - W
- 1-25-25 11:00am- 1:00pm weekend rounds and manually filling tower. 2 - W/S
- 1-26-25 11:00am- 1:00pm weekend rounds and manually filling tower. 2 - W/S

Sent from Yahoo Mail for iPhone

<u>Water</u>	<u>Sewer</u>
2	2
2	2
1	1
$\frac{1}{6}$ ✓	$\frac{1}{6}$ ✓

2/4/25

✓ 4 hrs weekend rounds
on 2/1 + 2/2

HeyGov January summary

1 message

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

Sat, Feb 1, 2025 at 8:15 PM



January report for Village of Ridgeway

From our calculations, HeyGov saved you 5 hours and handled \$11,500.39 in payments during the month of January, 2025.

HeyGov Pay

\$11,500.39 ↗ 83% from previous month

- \$66.00 from licenses & permits (5)
- \$4,441.28 from utility billing (33 payments)
- \$6,993.11 in online payments (3 payments)

[View all payments details](#)

[Export payments report](#)

Licenses & Permits

6 submissions same like previous month

Dog License - 4 submissions

E-BILL RELEASE FORM - 1 submission

Residential Customer Deferred Payment Agreement - 1 submission

[View all submissions](#)

2/03/2025 6:22 PM

Treasurer's Report
All Banks
1/01/2025 Thru: 1/31/2025

Page: 1
ACCT

12/31/2024 Balance: 1,877,666.95

Checks: -571,746.22

Receipts: 610,409.02

Other Cash Transactions: 3,483.81

1/31/2025 Balance: 1,919,813.56

2/03/2025 6:22 PM

Treasurer's Report

Page: 2

All Banks

ACCT

1/01/2025 Thru: 1/31/2025

Post Date	Type	Trans ID	Description	Amount
1/07/2025	DIS	ONLINE	CHASE CARD SERVICES	3,483.81
			Others Cash Transactions:	3,483.81

2/03/2025 6:22 PM

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

Page: 1
ACCT

12/31/2024 Balance: 778,676.90

Checks: -571,274.51

Receipts: 606,728.03

Other Cash Transactions: 7,007.81

1/31/2025 Balance: 821,138.23

2/03/2025 6:22 PM

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

Page: 2
ACCT

Post Date	Type	Trans ID	Description	Amount
1/02/2025	JE	TRANSFER	Deposited into incorrect acct on 12.31.24	3,524.00
1/07/2025	DIS	ONLINE	CHASE CARD SERVICES	3,483.81
			Others Cash Transactions:	7,007.81

2/03/2025 6:06 PM

Treasurer's Report
2-GENERAL FUND MM **0753
1/01/2025 Thru: 1/31/2025

Page: 1
ACCT

12/31/2024 Balance: 818,009.33

Checks: 0.00

Receipts: 2,718.98

Other Cash Transactions: -3,524.00

1/31/2025 Balance: 817,204.31

2/03/2025 6:06 PM

Treasurer's Report
2-GENERAL FUND MM **0753
1/01/2025 Thru: 1/31/2025

Page: 2
ACCT

Post Date	Type	Trans ID	Description	Amount
1/02/2025	JE	TRANSFER	Deposited into incorrect acct on 12.31.24	-3,524.00

			Others Cash Transactions:	-3,524.00

2/03/2025 6:07 PM

Treasurer's Report
7-Comm Dev BG GRANT **0767
1/01/2025 Thru: 1/31/2025

Page: 1
ACCT

12/31/2024 Balance: 0.00

Checks: 0.00

Receipts: 0.00

Other Cash Transactions: 0.00

1/31/2025 Balance: 0.00

2/03/2025 6:07 PM

Treasurer's Report
8-CDBG MATCHING FUNDS **0783
1/01/2025 Thru: 1/31/2025

Page: 1
ACCT

12/31/2024 Balance: 0.00

Checks: 0.00

Receipts: 0.00

Other Cash Transactions: 0.00

1/31/2025 Balance: 0.00

2/03/2025 6:08 PM

Treasurer's Report
9-RD SEW REPL FUND **0804
1/01/2025 Thru: 1/31/2025

Page: 1
ACCT

12/31/2024 Balance: 37,833.03

Checks: 0.00

Receipts: 24.10

Other Cash Transactions: 0.00

1/31/2025 Balance: 37,857.13

2/03/2025 6:07 PM

Treasurer's Report
4-SEWER DNR EQUIP REPLACEMENT FUND **1692
1/01/2025 Thru: 1/31/2025

Page: 1
ACCT

12/31/2024 Balance: 91,664.13

Checks: 0.00

Receipts: 305.96

Other Cash Transactions: 0.00

1/31/2025 Balance: 91,970.09

2/03/2025 6:07 PM

Treasurer's Report
5-WATER MM ACCOUNT **1801
1/01/2025 Thru: 1/31/2025

Page: 1
ACCT

12/31/2024 Balance: 87,607.88

Checks: 0.00

Receipts: 110.87

Other Cash Transactions: 0.00

1/31/2025 Balance: 87,718.75

2/03/2025 6:08 PM

Treasurer's Report
999-2018 SDWL DEBT SVC **1807
1/01/2025 Thru: 1/31/2025

Page: 1
ACCT

12/31/2024 Balance: 38,386.04

Checks: 0.00

Receipts: 48.58

Other Cash Transactions: 0.00

1/31/2025 Balance: 38,434.62

2/03/2025 6:08 PM

Treasurer's Report
99-HOLIDAY HELPER**1815
1/01/2025 Thru: 1/31/2025

Page: 1
ACCT

12/31/2024 Balance: 25,489.64

Checks: 0.00

Receipts: 472.50

Other Cash Transactions: 0.00

1/31/2025 Balance: 25,962.14



Lori Phelan <clerk@ridgewaywi.gov>

CTH HHH

1 message

Craig Hardy <Craig.Hardy@iowacounty.org>

Tue, Jan 28, 2025 at 4:48 PM

To: "Lori Phelan (clerk_treasurer@villageofridgeway.com)" <clerk_treasurer@villageofridgeway.com>, "president@ridgewaywi.gov" <president@ridgewaywi.gov>

Michelle/Lori;

Looks like we are finally starting to kick off the design phase of the project for CTH HHH. Couple of questions for the village:

1. I have completed an RFP for consultant engineering design services and have received 6 responses from these firms:
 - a. Jewell & Associates
 - b. JT Engineering
 - c. Westwood Professional Services
 - d. SEH Incorporated
 - e. Vierbicher Associates

Engineering Firm Selection - I am now requesting if there is an individual(s) (like to limit to two or three max.) from the village that would like to review the proposals, score and rank them. Then meet with the county to discuss the proposals and make a selection or shortlist of firms?

2. Design committee – We should discuss who and how many will be on this work group, so it is in place by late spring to start conversations with engineering on concepts and downtown improvements.

Thanks

Please advise if I can be of further assistance.

Craig E Hardy

Iowa County Highway Commissioner

1215 N Bequette St.

Dodgeville, Wis. 53533

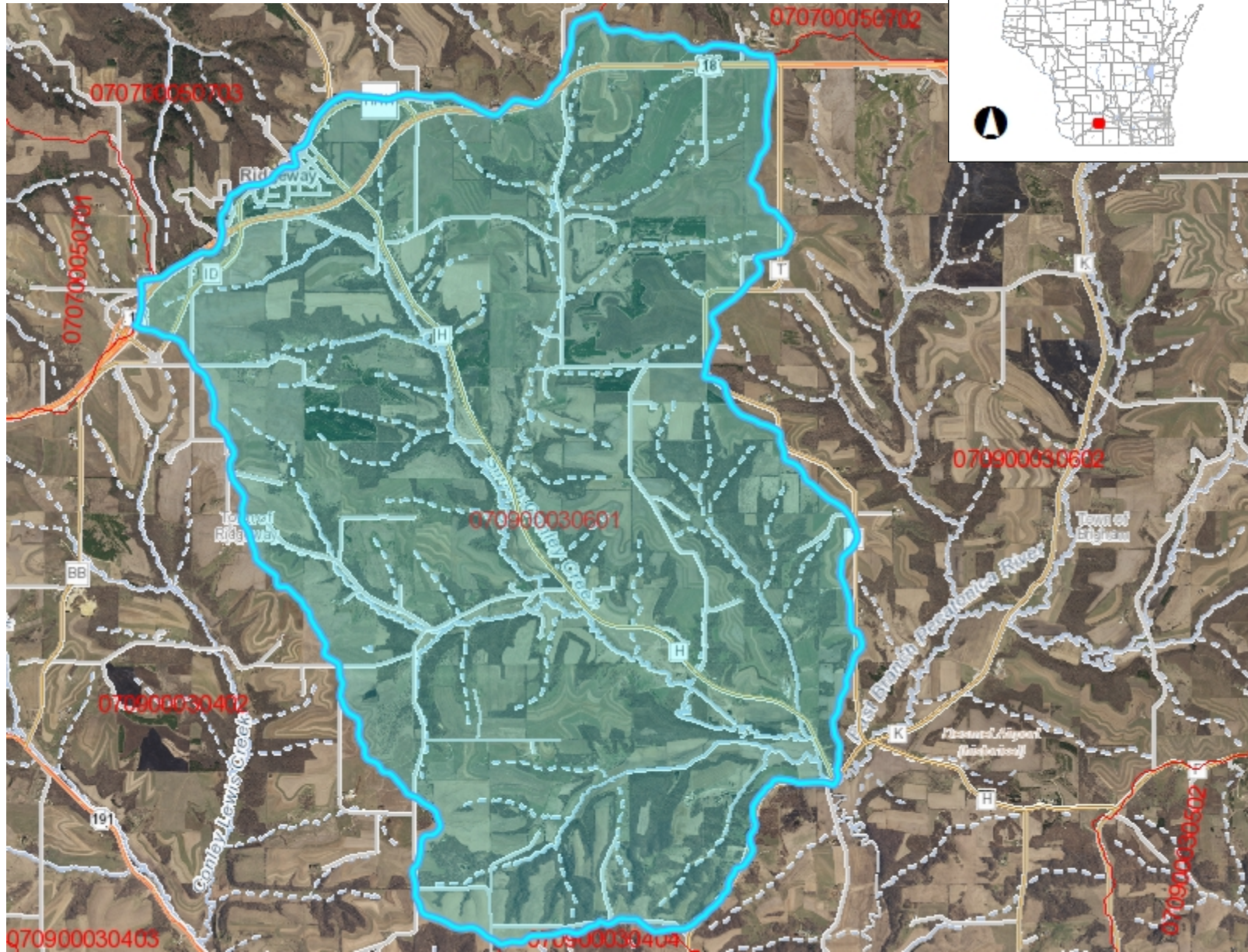
PH (608) 935-3381 X605

Mob. (608) 574-2935

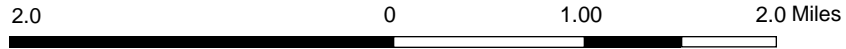


HUC-12 Watershed Map

Item 8.



- Legend**
- 12-digit HUCs (Subwatersheds)
 - Municipality
 - State Boundaries
 - County Boundaries
 - Major Roads**
 - Interstate Highway
 - State Highway
 - US Highway
 - County and Local Roads**
 - County HWY
 - Local Road
 - + Railroads
 - Tribal Lands
 - Rivers and Streams
 - Intermittent Streams
 - Lakes and Open water
 - Index to EN_Image_Basemap_Leaf_Off



NAD_1983_HARN_Wisconsin_TM

1: 63,360

DISCLAIMER: The information shown on these maps has been obtained from various sources, and are of varying age, reliability and resolution. These maps are not intended to be used for navigation, nor are these maps an authoritative source of information about legal land ownership or public access. No warranty, expressed or implied, is made regarding accuracy, applicability for a particular use, completeness, or legality of the information depicted on this map. For more information, see the DNR Legal Notices web page: <http://dnr.wi.gov/legal/>

Notes

Village of Ridgeway



1205 Bourbon Rd. #1
Cross Plains, WI 53528

Item 9.

Proposal

PHONE: 608-798-3581
FAX: 608-798-4685
WEB SITE: www.randrdoors.com

Date	Estimate #
2/5/2025	29680

Name / Address
Village of Ridgeway 206 Kirby St. Ridgeway, WI 53582

Project
103 Tallman Ct, Ridgeway (Green Shed)
Contact Information
C: 669-0977

Description	Qty	Cost	Total
Green Shed Behind 103 Tallman Ct.: 7' pair of Torsion Cables	2	15.00	30.00
Labor to Lube, Adjust, and Replace Cables on Two Doors (Outer Two Doors)	1	280.00	280.00
On acceptance, this Proposal will be a contract. All invoices are payable on receipt. Invoices over thirty days will be subject to a late payment fee equal to 1.5% per month until paid in full. In the event of collection, all costs and reasonable attorney's fees will be payable.			
All finish painting, finish jamb preparations, and all electrical wiring by others. We are fully covered by Workers Comp Ins.			
Total			\$310.00

Submitted By: _____ SC-C

This Proposal is subject to acceptance within 5 days. If you wish to proceed please sign and return a copy.

Accepted By: _____

As required by the Wisconsin Construction Lien Law, builder hereby notifies owner that companies furnishing labor or materials for the construction on owners land may have Lien rights on owners land and buildings if not paid. Those entitled to Lien rights, in addition to the abovesigned builder, are those who contract directly with the owner or who give the owner notice within 60 days after they furnish labor or material for the construction. Builder agrees to co-operate with the owner and his lender, if any, to see that all potential Lien claimants are duly paid. All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon delays beyond our control.

Item 9.

Estimate



www.kevinsoverheaddoor.com

Date	Estimate #
2/10/2025	1064

Name / Address
Village Of Ridgeway 113 Dougherty Ct Ridgeway WI 53582

Project

Description	Qty	Rate	Total
Residential Torsion Cable Assembly Stainless Steel	2	35.00	70.00
Labor-Residential	2	70.00	140.00
Repair two doors with cables off of drums			
Signature		Date	
Thanks For Contacting Kevins Overhead Door All Prices Good For 30 Days.			Total \$210.00