



Board of Trustees Meeting Notice
Agenda

Date: Tuesday, March 9, 2021, 7:00 p.m.

Location: Virtual via Zoom

Join Zoom Meeting: <https://us02web.zoom.us/j/85855351550>

Join by Phone: 1-312-626-6799

Meeting ID: 858 5535 1550

Pages

1. Meeting Opening

Meeting will convene virtually via Zoom.

Join Zoom Meeting: <https://us02web.zoom.us/j/85855351550>

Meeting ID: 858 5535 1550

Join by Phone: 1-312-626-6799

1.a. Call to Order

1.b. Roll Call

1.c. Confirmation of Open Meeting Law Compliance

1.d. Adoption of Agenda

Motion to approve adoption of this meeting agenda.

1.e. Public Comment

Limit of 3 minutes per person-The public comment section of the agenda allows citizens to address the board. However, discussion is limited due to the confines of open meeting laws. Concerns brought forth during this portion of the agenda will be directed to the appropriate department for follow-up.

2. Consent Agenda

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

2.a. Minutes to be approved

3

2.b. General Fund, Payroll and Automatic checks for approval

16

2.c.	Department Reports - Received and Filed	21
3.	<u>Business</u>	
3.a.	Midwest Meter - Steve Dauster New Meter Software Upgrade	
3.b.	Finance Committee Recommendations for Clerk/Treasurer, Deputy Clerk Posting, and Consultant Deputy Clerk Position Posting - https://villageofridgeway.com/employment/ to appoint Hailey Roessler as Village Clerk/Treasurer and authorized signatory for village bank accounts. to appoint Lori Phelan as a village consultant to approve the job descriptions for Village Clerk/Treasurer and Village Deputy Clerk	79
3.c.	2021 Board of Review Training and Other Trainings for Local Government Officials One member of the Board of Review needs to complete training every year - 2021 Wisconsin Act 1 amending Wisconsin State Statute 70.46 (4)	87
3.d.	Electronics Recycling Event Possible Spring/Fall Community Event (a FAQ of residents) held on a weekend and staffed by volunteers as a fundraiser for community center	89
4.	<u>Correspondence</u> Southwestern Wisconsin Regional Planning Commission Newsletter: https://myemail.constantcontact.com/SWWRPC-Spring-2021-News---2-87-Million-Dollar-Grant-Awarded--Photo-and-Marketing-Services-Launched--Platteville-Incubator-Expans.html?soid=1102639163330&aid=ONUYwAvcHo0	90
4.a.	2021 Water Tower Painting and Repair Project Seven Brothers Painting accepted the winning ghost image to be painted on one side of the water tower with no changes to the contract cost as approved by the Board on February 9, 2021. The project is expected to be completed by the end of May prior to street construction projects.	91
5.	<u>Adjournment</u> Motion to Adjourn.	



Board of Trustees

Meeting Minutes

Date: February 9, 2021, 6:30 p.m.

Location: Virtual via Zoom

Members Present: President - J Steen

MK Baum

K Venden

M Casper

R Short

J Garner

S Vosberg

Staff Present: Clerk/Treasurer - L Phelan

Deputy Clerk - H Roessler

J Brindley

T Cullen

M Gorham

1. Meeting Opening

1.a Call to Order and Roll Call

Meeting called to order by President Steen at 6:30 pm and roll call was taken and is listed above.

1.b Confirmation of Open Meeting Law Compliance

L Phelan confirmed this was a properly noticed meeting posted on **February 5th, 2021** at the Village Hall/Ridgeway Fire Station, Ridgeway Post Office, Farmers Savings Bank-Main Street, Ridgeway and on the Village website.

1.c Adoption of Agenda

Motion by R Short, Seconded by K Venden, to approve adoption of this meeting agenda. Motion carried.

1.d Correspondence Received

Received and filed.

1.e Public Comment

There was no one wishing to speak.

2. Consent Agenda

Motion by M Casper, Seconded by R Short, to adopt the consent agenda. Motion carried.

2.c Department Reports - Received and Filed

3. Business

3.a Land use behind the Village Park - Hollie Rickie, Ridgeway Advancement President

Ms. Rickie was not present at the time the agenda item was taken up and the item was tabled until she can attend to address the board.

3.b Jurisdictional Transfer for Connor Drive - a portion of CTH HHH

Motion by MK Baum, Seconded by S Vosberg, to approve Resolution 2021-02 Jurisdictional Transfer of a portion of Cty Hwy HHH to Conner Drive, Village of Ridgeway. Motion carried.

3.c ATV/UTV Ordinance

Motion by MK Baum, Seconded by J Garner, to amend village ordinance to reflect operating times of 6am to 11pm. Motion carried.

3.d 2021 CDBG Interim Financing

Lori Phelan discussed the interim financing requiring board approval.

Motion by MK Baum, Seconded by M Casper, to approve the interim financing for the CDBG loan of up to \$750,000 at an interest rate of 2.5%. Motion carried.

3.e Water Tower Painting and Repair Project

Item taken first at 6:35 pm due to another commitment for Mark Doyle.

Mark Doyle, Delta3 was present to discuss his recommendation and answer questions. Delta3 recommended selecting the second lowest bidders, which

would cost \$55,000 more than taking the lowest bidder. However, total project cost would still be \$79,000 under the project estimation.

The bid includes the Ridgeway text with the accent lines (option 1). The ghost would be a change order.

The village took out a loan for \$550,000 to cover the work, engineering, and inspection.

The inspection choices are KLM and James Orr.

Staff will compile two ghosts to send to the trustees for a majority vote.

Motion by M Casper, Seconded by MK Baum, to award the bid for Contract 1 for water tank painting and repairs to Seven Brothers Painting with Alternate A Cathodic Protection. Motion carried.

Motion by K Venden, Seconded by R Short, to award Contract #2 Water System SCADA Upgrade to LW Allen. Motion carried.

Motion by R Short, Seconded by M Casper, to award the inspection contract to James Orr Coating Inspection for \$17,900 to include SCADA protection and warranty.

3.e.1 Water Tower Correspondence Received from Residents

3.f Ordinance No. 5.14 Mailbox Replacement Policy

Jeff Brindley discussed the change in the ordinance clarifying the difference between plow damage and snow damage. This new ordinance makes it clear that the village can not be held responsible for snow hitting a mailbox that may be old, in disrepair, or improperly fastened. The village would accept responsibility for any mailbox that was struck by the plow or village vehicle.

Motion by M Casper, Seconded by K Venden, to adopt Mailbox Replacement Policy 5.14. Motion carried.

3.g Resolution 2021-03 Appointing Election Inspectors

Motion by MK Baum, Seconded by R Short, to approve Resolution 2021-03 Appointing Election Inspectors for 2021-2023. Motion carried.

3.h Public Property Usage - Community Center Reservations, Needs, and Next Steps

M Casper discussed what the Streets, Sidewalks, and Parks Committee had been working on. Inventoried, cleaned, created a fee schedule for rental and addressed the requests already made.

In order to rent some of the other rooms, there needs to be some more thorough cleaning, some painting done, needing tables and chairs for community use.

Would like to start with the library organization, Dodgeville Public Library, and volunteers a month before anticipated open date.

Professional cleaner in to clean the first floor in February. Painting in March. Moving the Marshal Office and Village Office in April. Having the library start working in April possibly opening May.

Motion by M Casper, Seconded by MK Baum, to approve the Ridgeway Winter Market 2021 Facility Usage Agreement. Motion carried.

Motion by MK Baum, Seconded by M Casper, to adopt the Public Property Usage Procedure. Motion carried.

Motion by MK Baum, Seconded by J Garner, for the clerk office to prepare an RFP for painting the first floor of the community center to include the two lower rooms, the multipurpose room, the large classroom/room 101 across from the gym, and the main office/clerk office. Motion carried.

Motion by MK Baum, Seconded by S Vosberg, to approve the Community Use of Village Facilities - Gym Rental Agreement. Motion carried.

Motion by MK Baum, Seconded by R Short, to authorize up to \$5,000 for tables, chairs, and gates for the community center from funds donated by community members. Motion carried.

3.i Close bank account and transfer funds

Motion by MK Baum, Seconded by M Casper, to move all monies from Sewer Fund Depreciation Account ending in 1676 in the amount of \$21,990.80 to Sewer Fund DNR Replacement Account ending in 1692 and closing the Sewer Fund Depreciation Account. Motion carried

3.j L Phelan Resignation

L Phelan's resignation is effective February 25th, but is willing to stay on after the audit to assist with training and audit wrap-up until March 4th.

Motion by M Casper, Seconded by R Short, to adopt Resolution 2021-04 in appreciation of Lori L. Phelan's service to the Village of Ridgeway. Motion carried

3.k Closed session pursuant to Wisconsin State Statute 19.85 for considering employment, promotion, compensation or performance evaluation data of a public employee

Motion by M Casper, Seconded by S Vosberg, to convene in closed session

3.l Reconvene in open session for action on closed session items as appropriate

There will be a Finance Committee meeting to discuss staffing changes Wednesday, February 17, 2021 at 5:30 pm at the Village Hall/Fire Station.

3.m Resolution No. 2021-01 for Sale of Lots in the Cardinal Way Subdivision Phase II

4. Adjournment

Motion by MK Baum, Seconded by M Casper, to Adjourn at 9:39 pm

Motion carried.



Finance Committee

Meeting Minutes

Date: February 22, 2021, 5:30 p.m.

Location: Cardinal Community Center
208 Jarvis Street
Ridgeway, WI 53582

Members Present: J Steen
M Casper
S Vosberg

Staff Present: L Phelan
H Roessler

1. Meeting Opening

1.a Call to Order

Meeting called to order by Chair Steen @ 5:32 pm

1.c Confirmation of Open Meeting Law Compliance

L Phelan confirmed this meeting was properly noticed and posted on **February 19, 2021** at the Village of Ridgeway Fire Station, USPS-Ridgeway, Farmers Savings Bank-Main Street, Ridgeway and on the Village website.

1.d Adoption of Agenda

Motion by M Casper
Seconded by S Vosberg

to adopt the agenda.

Motion carried

1.e Adoption of Minutes

Motion by S Vosberg

Seconded by M Casper

to adopt the minutes.

Motion carried

2. Business

2.a Discussion regarding job descriptions

Motion by M Casper

Seconded by S Vosberg

to approve with edits as discussed.

Motion carried

3. Convene into closed session

Motion by S Vosberg

Seconded by M Casper

to convene in closed session

Motion carried

4. Reconvene in Open Session

Motion by M Casper

Seconded by S Vosberg

to reconvene in open session.

Motion carried

5. Recommendation to the Full Board

5.a Decision from discussion during closed session

Recommendation to the board to offer the Clerk/Treasurer position to Hailey Roessler.

Recommendation to have Lori Phelan as temporary consultant as needed.

6. Adjournment

Motion by M Casper

Seconded by S Vosberg

to adjourn at 6:42 pm.

Motion carried



Board of Trustees

Meeting Minutes

Date: March 3, 2021, 6:30 p.m.

Location: Virtual via Zoom

Members Present: President - J Steen
MK Baum
K Venden
M Casper
R Short
J Garner
S Vosberg

Staff Present: Deputy Clerk - H Roessler
M Gorham

Staff Absent: J Brindley

1. Meeting Opening

1.a Call to Order

Meeting called to order by President Steen at 6:30 pm.

1.b Roll Call

Roll call was taken and is listed above.

1.c Confirmation of Open Meeting Law Compliance

H Roessler confirmed this was a properly noticed meeting and posted on **March 1, 2021** at the Village of Ridgeway Fire Station, USPS-Ridgeway, Farmers Savings Bank-Main Street, Ridgeway and on the Village website.

1.d Adoption of Agenda

Motion by S Vosberg

Seconded by M Casper

to approve adoption of this meeting agenda.

Motion carried

2. Community Center

Larry Burton and Mitchell Branscombe of Strang Engineering were present to answer questions regarding community center options at 208 Jarvis Street. Strang's engineering approach is a three-step design process: schematic design (to zero in on one of the options and work conducted over several months). Once there was an established direction Strang engineers would go into the design development for the chosen plan. Design Development defines the scope of the work and provides a project estimate. You can't build a building off this work but you can accurately estimate the cost. After this process construction documents for the bid and subsequent construction work can be prepared. The prior feasibility study was discussed and Burton indicated that it was embarked upon by reviewing the building as a community amenity. Coming out of that study the village was faced with tough decisions to make to reduce the full remodeling work of the \$4 million indicated in the study. To get actual costs you typically have to bid the project out through the engineering process but other alternatives were discussed.

J Steen indicated that the village cannot embark on a project of the magnitude presented in the feasibility study and any work would be prioritized and phased out. L Burton indicated that the study identified priority projects that could allow for the Village to move on to incremental changes to make the building more functional. With a large area of land surrounding the building there may be possibilities of breaking off portions of the property to sell or develop to create income to reinvest in the building. M Branscombe indicated option 3 in the design presentation did lay out a potential for developing out the out of use East Street and there was potential for development south of the street as an option.

Strang indicated it could also perform a "Quick Fit Analysis" for development that could show the potential for multi-family units to the south of the site. A developer or the village could take on a roll with those properties to generate income. Detailed cost estimates and additional analysis costs were discussed. A Cost Estimator has the

opportunity to further elaborate on the assumptions in the feasibility study, using those numbers as a starting point, review the data and generate more itemization to the numbers. International Facilities Management Association has an annual report on what it costs to operate different types of buildings and Strang could perform research into operational costs for building comparisons as well. A real estate professional could look at some site options and the zoning code to put some numbers to a development plan.

Strang also indicated that too many options on the table makes it hard to identify actual costs economically. If you zero in on one option based off the information in the study, you can focus on that one option for keeping the building and then evaluate the rest of the site for its highest and best use.

M Casper indicated it would be smarter to focus on what option is the best path forward to provide clear information on what the plan is with the building and what the potential is with the space. S Vosberg asked Strang to provide a more accurate number of how much it would cost to tear down the building based off projects recently bid and additional numbers will be provided by Strang via email to village staff to assist the trustees in deciding the next best steps forward at the site.

3. Adjournment

Motion by M Casper
Seconded by K Venden

to adjourn at 7:35 pm.

Motion carried



Streets, Sidewalks and Parks Committee

Meeting Minutes

Date: February 23, 2021, 6:30 p.m.

Location: Cardinal Community Center
208 Jarvis Street
Ridgeway, WI 53582

Members Present: Michele Casper
J Garner
K Venden

Staff Present: H Roessler

1. Meeting Opening

1.a Call to Order

Meeting called to order by Chair Casper at 6:36 pm.

1.b Roll Call

Roll call was taken and is listed above.

1.c Confirmation of Open Meeting Law Compliance

H Roessler confirmed this meeting was properly noticed and posted on **February 19, 2021** at the Village of Ridgeway Fire Station, USPS-Ridgeway, Farmers Savings Bank-Main Street, Ridgeway and on the Village website.

1.d Adoption of Agenda

Motion by K Venden, Seconded by J Garner, to adopt this meeting's agenda.
Motion carried.

2. Business

2.a Community Center Status Update and Next Steps Following Board Discussion from February 9, 2021

Roessler provided an update on gym usage and facility utilization. Community Center punch list items and fundraising options were discussed.

- Cleaning will take place March 6, 2021.
- Roessler will write an RFP for painting the lower rooms, multi-purpose room, first floor rooms 101 (the large classroom across from the gym) and room 112 (former kindergarten room), the kitchen, and the main office. The hallway would be listed as an alternate.
- Mitchell Maintenance will replace the exterior locks with a coded lock to be installed on the North Entrance Doors and the Marshal will repurpose his locks after he moves into the lower level rooms (B10 as main office and B11 as storage).
- Roessler will inventory fire extinguishers and research recharging
- Roessler is working with Dodgeville Public Library Staff to put together a Ridgeway Volunteer Library to operate out of the LMC/Library room at 208 Jarvis Street

3. Adjournment

Motion by K Venden, Seconded by J Garner, to adjourn at 9:01 pm. Motion carried.

1-POOLED CHECKING ACCOUNT **0307

Accounting Checks

Posted From: 2/01/2021 From Account:
Thru: 2/28/2021 Thru Account:

Check Nbr	Check Date	Payee	Amount
183082	2/09/2021	DELTA 3 ENGINEERING, INC.	
		VOID/re-issue to reclass one item	
			Manual Check
100-00-57331-000-000		HIGHWAY & STREET OUTLAY	-2,504.25
		D20-003 INV#17116 2021 INFRASTRUCTURE	
400-00-57190-000-000		GENERAL GOVERNMENT OUTLAY	-2,504.25
		D20-003 INV#17116 2021 INFRASTRUCTURE	
100-00-57331-000-000		HIGHWAY & STREET OUTLAY	-1,500.00
		D20-003-2 Inv #17117 2021 Infrastructure	
100-00-57620-000-000		PARKS OUTLAY	-2,701.00
		D20-167 Ridgeway Park Improvements	
210-00-57735-000-000		TIF CAPITAL OUTLAY	0.00
300-00-53610-000-821		OPERATION EXPENSES	-270.00
		Inv #17118 2/1/21 Phosphorus report	
		Total	-9,479.50

183082	2/09/2021	DELTA 3 ENGINEERING, INC.	
		D20-003 INV#17116 2021 INFRASTRUCTURE	
			Manual Check
100-00-57331-000-000		HIGHWAY & STREET OUTLAY	2,504.25
		D20-003 INV#17116 2021 INFRASTRUCTURE	
400-00-57190-000-000		GENERAL GOVERNMENT OUTLAY	2,504.25
		D20-003 INV#17116 2021 INFRASTRUCTURE	
100-00-57331-000-000		HIGHWAY & STREET OUTLAY	1,500.00
		D20-003-2 Inv #17117 2021 Infrastructure	
400-00-57190-000-000		GENERAL GOVERNMENT OUTLAY	2,701.00
		D20-057 Inv #17115 Water Tower Proj	
210-00-57735-000-000		TIF CAPITAL OUTLAY	0.00
300-00-53610-000-821		OPERATION EXPENSES	270.00
		Inv #17118 2/1/21 Phosphorus report	
		Total	9,479.50

183095	2/09/2021	L.W. ALLEN, INC.	
		VOID ck #183095 billing error	
			Manual Check
400-00-53700-000-650		REPAIRS & MAINTENANCE	-250.00
		Total	-250.00

183108	2/09/2021	WIL-KIL PEST CONTROL	
		VOID ck #183108	
			Manual Check

1-POOLED CHECKING ACCOUNT **0307

Accounting Checks

Posted From: 2/01/2021 From Account:
Thru: 2/28/2021 Thru Account:

Check Nbr	Check Date	Payee	Amount
300-00-53612-000-852		CONTRACTED SERVICES	-84.75
		Inv #4074867 1/18/21	
Total			-84.75
<hr/>			
ACH MGE	2/02/2021	MADISON GAS & ELECTRIC CO. 206 Kirby St.	
		Manual Check	
300-00-53610-000-823		UTILITIES 206 Kirby St.	61.53
400-00-53610-000-823		UTILITIES 206 Kirby St.	61.53
100-00-53311-760-000		STREETS - UTILITIES 206 Kirby St.	123.06
Total			246.12
<hr/>			
ACH NSF	2/24/2021	FARMERS SAVINGS BANK Bank Fee-ACH routing error	
		Manual Check	
100-00-51980-000-000		OTHER GENERAL GOV'T Bank Fee-ACH routing error	5.00
Total			5.00
<hr/>			
TRANSFER	2/10/2021	FARMERS SAVINGS BANK Cardinal Way Phase 2 - TID loan x5570	
		Manual Check	
210-00-58290-000-000		TIF INTEREST & FISCAL CHARGES Cardinal Way Phase 2 - TID loan x5570	1,513.10
Total			1,513.10
<hr/>			
AlliantACH	2/17/2021	ALLIANT ENERGY 9583420000	
		Manual Check	
100-00-55200-765-000		PARK - LIGHTS 9583420000	61.33
300-00-53610-000-821		OPERATION EXPENSES 4394940000, 7724650000	1,600.11
300-00-53610-000-823		UTILITIES 4426910000, 8598850000	76.30
400-00-53700-000-620		FUEL OR POWER FOR PUMPING 6728200000	465.23
400-00-53610-000-823		UTILITIES 3807720000, 8812110000	277.32
100-00-53311-760-000		STREETS - UTILITIES 487210000, 399650000	242.12

1-POOLED CHECKING ACCOUNT **0307

Accounting Checks

Posted From: 2/01/2021 From Account:
Thru: 2/28/2021 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-53420-000-000 685030000		STREET (HWY) LIGHTING	1,021.09
Total			3,743.50

AlliantACH 9583420000	2/24/2021	ALLIANT ENERGY	Manual Check	
100-00-55200-765-000 9583420000		PARK - LIGHTS		0.00
300-00-53610-000-821 4394940000, 7724650000		OPERATION EXPENSES		0.00
300-00-53610-000-823 4426910000, 8598850000		UTILITIES		0.00
400-00-53700-000-620 6728200000		FUEL OR POWER FOR PUMPING		0.00
400-00-53610-000-823 3807720000		UTILITIES		0.00
100-00-53311-760-000 487210000, 399650000		STREETS - UTILITIES		0.00
100-00-53420-000-000 685030000		STREET (HWY) LIGHTING		0.00
100-00-51980-760-000 1972296511		FACILITIES UTILIITIES		276.11
100-00-51420-326-000 1972296511		CLERK UTILITIES		276.10
100-00-52100-760-000 1972296511		POLICE - UTILITIES		276.11
Total				828.32

W6 PR 2.17 Feb 2021 Payroll Tax	2/17/2021	WISCONSIN DEPT. OF REVENUE	Manual Check	
100-00-21513-000-000 Feb 2021 Payroll Tax		STATE W/H TAXES PAYABLE		1,001.00
Total				1,001.00

IRS941 2.17	2/17/2021	INTERNAL REVENUE SERVICE	Manual Check	
100-00-21511-000-000 02.17.2021 SS Tax		941 TAXES PAYABLE		1,116.02
100-00-21511-000-000 02.17.2021 Medicare		941 TAXES PAYABLE		261.00

3/02/2021

4:47 PM

Reprint Check Register - Full Report - Manual

Page: 4
ACCT

1-POOLED CHECKING ACCOUNT **0307

Accounting Checks

Posted From: 2/01/2021 From Account:
Thru: 2/28/2021 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21511-000-000	02.17.2021	941 TAXES PAYABLE Fed Tax Withholding	972.33
Total			2,349.35
NovaTimeACH FEB 2021	2/16/2021	ASCENTIS CORPORATION	
			Manual Check
100-00-51500-240-000	FEB 2021	SOFTWARE SUBSCRIPTIONS & FEES	33.70
Total			33.70
ONLINE TXFR Interest ONLY - TID loan x4294	2/18/2021	FARMERS SAVINGS BANK	
			Manual Check
210-00-58290-000-000		TIF INTEREST & FISCAL CHARGES Interest ONLY - TID loan x4294	203.89
Total			203.89
AUTO ACH FEE FEB 2021 ACH Fees	2/26/2021	FARMERS SAVINGS BANK	
			Manual Check
100-00-51500-220-000		BANK & PAYROLL PROCESSING FEES FEB 2021 ACH Fees	30.00
Total			30.00
FrontierWWTP WWTP phone line	2/08/2021	FRONTIER COMMUNICATIONS	
			Manual Check
300-00-53610-000-823		UTILITIES WWTP phone line	79.39
Total			79.39
IRS9412.3.21 02.03.2021 SS Tax	2/03/2021	INTERNAL REVENUE SERVICE	
			Manual Check
100-00-21511-000-000	02.03.2021	941 TAXES PAYABLE SS Tax	1,140.30
100-00-21511-000-000	02.03.2021	941 TAXES PAYABLE Medicare	266.70
100-00-21511-000-000	02.03.2021	941 TAXES PAYABLE Fed Tax Withholding	971.22
Total			2,378.22
Grand Total			12,076.84

1-POOLED CHECKING ACCOUNT **0307

Accounting Checks

Posted From:	2/01/2021	From Account:	
Thru:	2/28/2021	Thru Account:	

	Amount
<hr/>	
Total Expenditure from Fund # 100 - GENERAL FUND	5,372.19
Total Expenditure from Fund # 210 - TIF FUND	1,716.99
Total Expenditure from Fund # 300 - SEWER FUND	1,732.58
Total Expenditure from Fund # 400 - WATER FUND	3,255.08
Total Expenditure from all Funds	12,076.84



113 Dougherty Court | Ridgeway, WI 53582

To: Board of Trustees

RE: Work Update

From: Hailey Roessler, Elections Clerk/Deputy Clerk/Health Liaison

March 2, 2021

- Training with Lori on payroll and additional accounting procedures
- Gym reservations, policy, calendaring
- Community Center HVAC operation, cleaning, locks, use, signage, materials, and vendor coordination
- Water tower imaging, surveying, and communications
- Meeting prep and coordination for Board of Trustees, Plan Commission, Public Hearing, and Streets, Sidewalks, and Parks Committee
- Agenda and minutes preparation and posting
- Comprehensive Plan and Zoning Updates
- Policy and Procedure Drafting
- Received and responded to resident correspondence and inquiries via phone and e-mail
- Assisted with license issuance, utility billing and payments, tax payments, and other general customer service
- Monitored and maintained social media and website
- Office Administration, File Retention and Organization
- Assist Marshal's Office with communications

EMPLOYEE REPORT

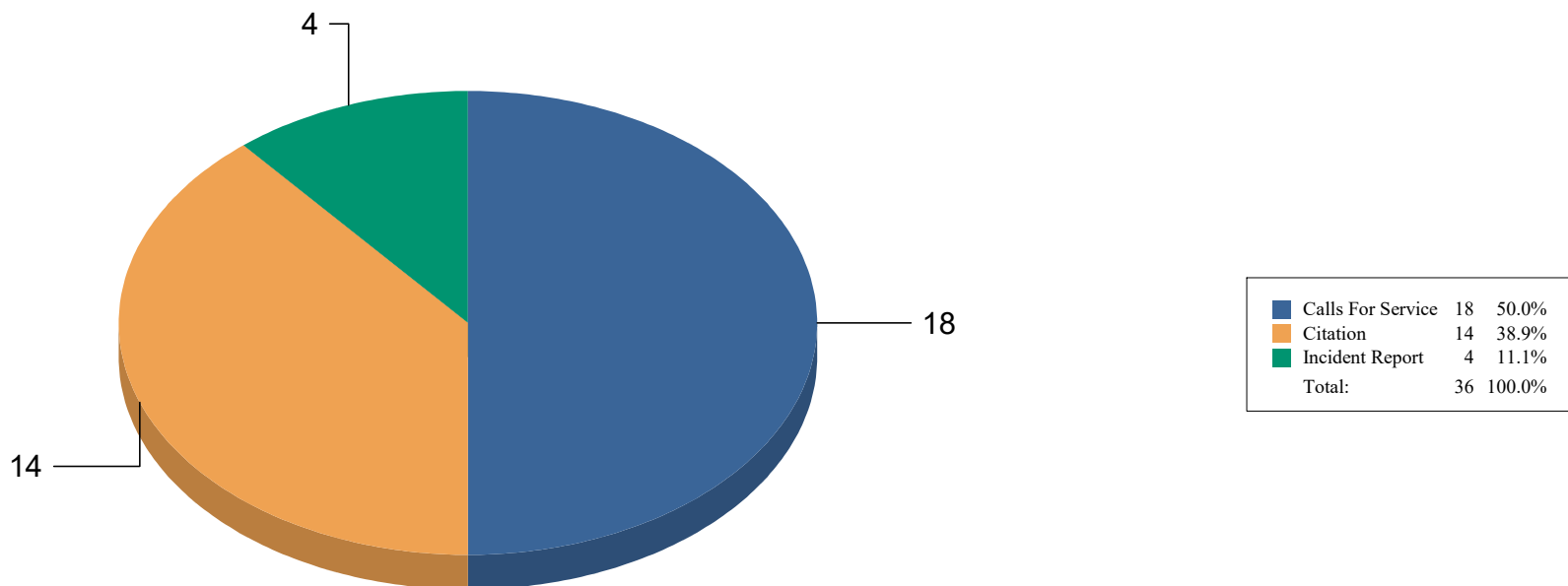
WORK TASK: FEBRUARY 2021

- WORKING WITH ENGINEERS ON PROJECTS (PUNCHLIST ITEMS) ROAD PROJECTS, WATER TOWER PROJECT, CARDINAL RIDGE PROJECT AND PARK PROJECTS. (ONGOING TO DATE)
- BOARD MEETING 2/9
- PLAN COMMISSION MEETING 2/2
- BACTI-SAMPLING 2/10 and 2/24
- WATER REPORT 2/4
- DNR COMPLIANCE REPORT
- ASSIST IN SNOW PLOWING AND CLEAN UP 2/6,2/12
- WATER READS 2/22
- DAILY ROUTINE REQUIREMENTS OF THE W.W.T.P. AND WATER DISTRIBUTION SYSTEM.
- WATER LEAK 705 MAIN 2/18
- LOCATE WATER SHUT OFFS CARDINAL WAY 2/18

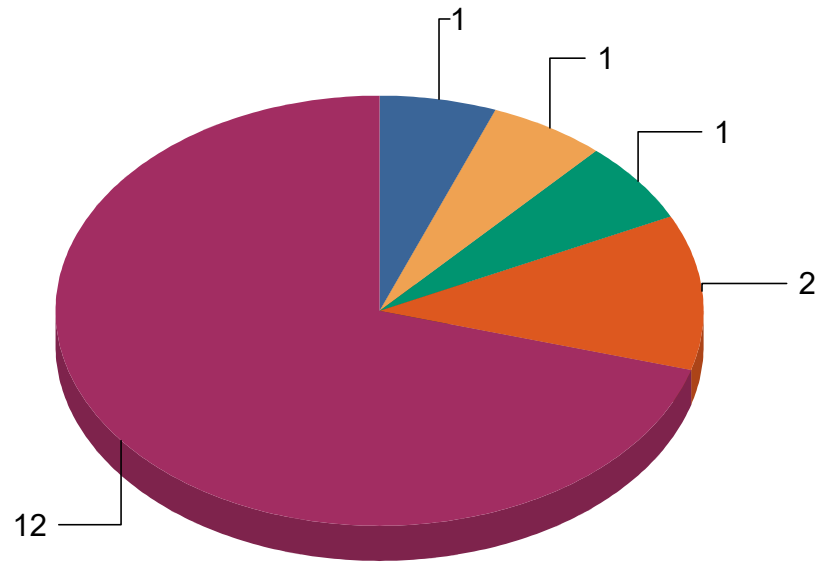
JEFF BRINDLEY

Statistics from: 2/1/2021 12:00:00AM to 2/28/2021 11:59:00PM

Count of Reports Completed



Count of Incident Types



DOG RUNNING AT LARGE - DOGS RUNNING AT LARGE	1	5.9%
NON REGISTRATION - UNREGISRTEED VEHICLE	1	5.9%
OPERATING W/O A VALID LICENSE - DRIVE WITHOUT A LICENSE	1	5.9%
TRAFFIC OFFENSE	2	11.8%
SPEEDING	12	70.6%
Total:	17	100.0%

5.88% # of Reports: 1 Citation DOG RUNNING AT LARGE - DOGS RUNNING AT LARGE

5.88% # of Reports: 1 Citation NON REGISTRATION - UNREGISRTEED VEHICLE

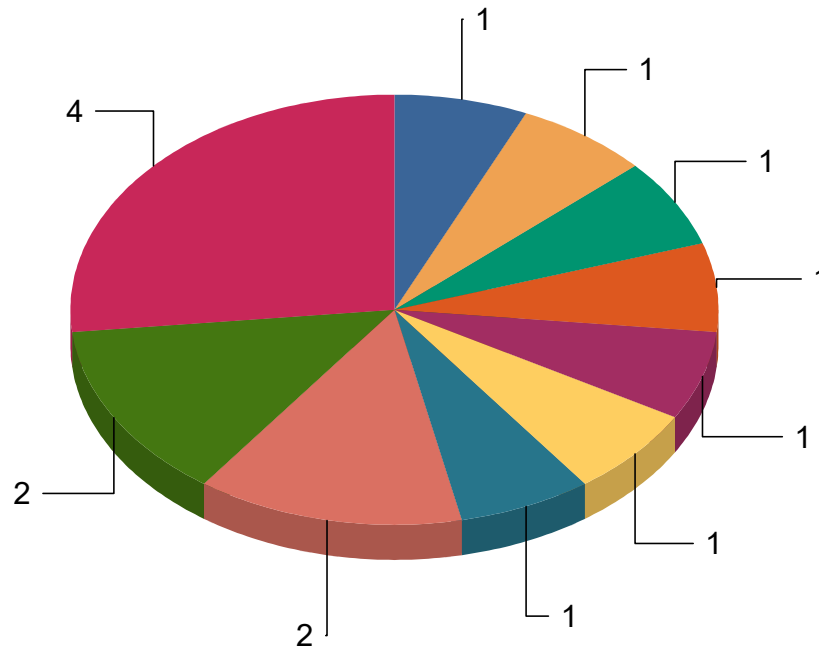
5.88% # of Reports: 1 Citation OPERATING W/O A VALID LICENSE - DRIVE WITHOUT A LICENSE

11.76% # of Reports: 2 Citation TRAFFIC OFFENNSE

70.59% # of Reports: 12 Citation SPEEDING

Grand Total: 100.00% Total # of Incident Types Reported: 17 Total # of Reports: 14

Count of Incident Types



ASSIST CITIZEN	1	6.7%
CIVIL ISSUE	1	6.7%
MOTORIST ASSIST	1	6.7%
ORDINANCE VIOLATIONS	1	6.7%
PARKING COMPLAINT	1	6.7%
SEXUAL ASSAULT UNKNOWN	1	6.7%
SUSPICIOUS ACTIVITY	1	6.7%
ADMINISTRATIVE DUTIES	2	13.3%
ANIMAL COMPLAINT	2	13.3%
ASSIST ICSCO	4	26.7%
Total:	15	100.0%

5.56% # of Reports: 1 Calls For Service ASSIST CITIZEN

5.56% # of Reports: 1 Calls For Service CIVIL ISSUE

5.56% # of Reports: 1 Calls For Service MOTORIST ASSIST

5.56% # of Reports: 1 Calls For Service ORDINANCE VIOLATIONS

5.56% # of Reports: 1 Calls For Service PARKING COMPLANT

5.56% # of Reports: 1 Calls For Service SEXUAL ASSUALT UNKNOWN

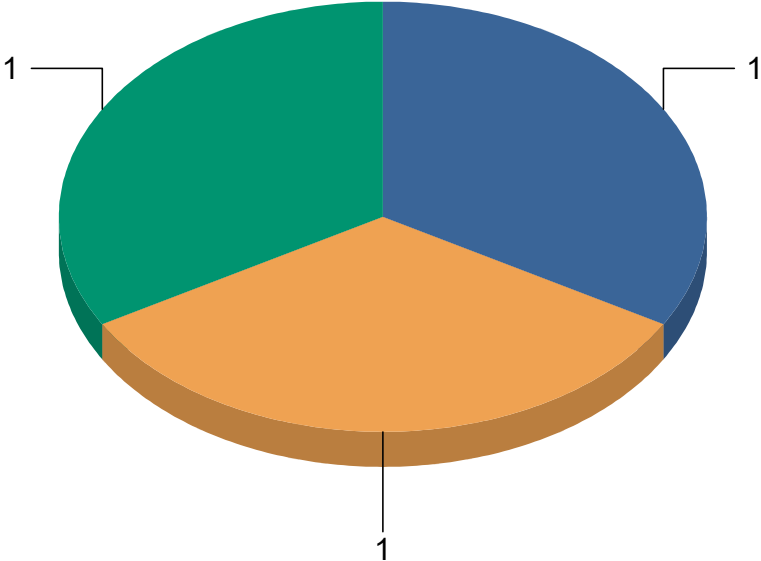
5.56% # of Reports: 1 Calls For Service SUSPICIOUS ACTIVITY

11.11% # of Reports: 2 Calls For Service ADMINISTRATIVE DUTIES

11.11% # of Reports: 2 Calls For Service ANIMAL COMPLAINT

22.22% # of Reports: 4 Calls For Service ASSIST ICSSO

Count of Incident Types



THEFT ORDINANCE LEVEL	1	33.3%
TRAFFIC COMPLAINT CITIZEN COMP	1	33.3%
TRAINING	1	33.3%
Total:	3	100.0%

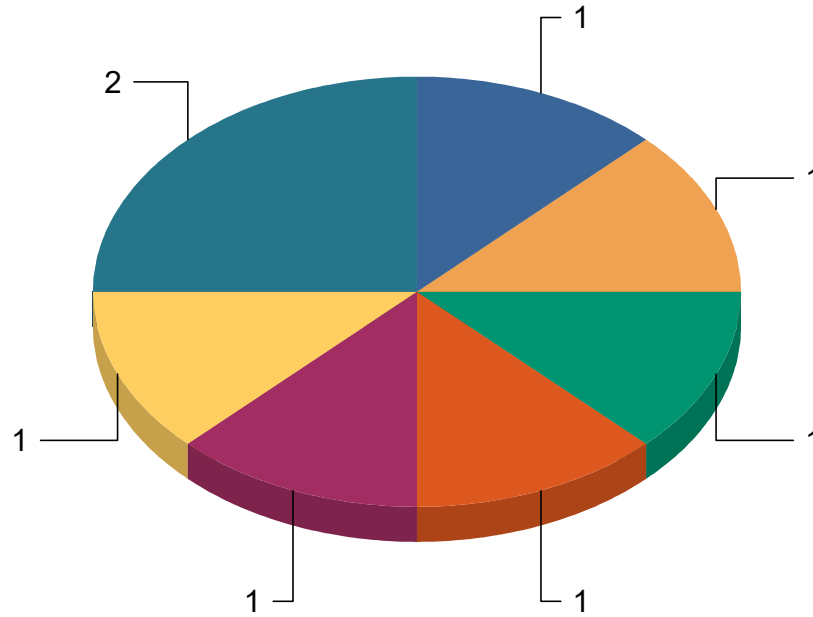
5.56% # of Reports: 1 Calls For Service THEFT ORDINANCE LEVEL

5.56% # of Reports: 1 Calls For Service TRAFFIC COMPLAINT CITIZEN COMP

5.56% # of Reports: 1 Calls For Service TRAINING

Grand Total: 100.00% Total # of Incident Types Reported: 18 Total # of Reports: 18

Count of Incident Types



ASSIST OTHER LAW ENFORCEMENT AGENCY	1	12.5%
CRIMES : BAILJUMPING	1	12.5%
CRIMES : BATTERY OR ASSAULT	1	12.5%
CRIMES : CRIMINAL DAMAGE TO PROPERTY	1	12.5%
CRIMES : DOMESTIC VIOLENCE	1	12.5%
CRIMES : THEFT : THEFT MISDEAMEANOR	1	12.5%
CRIMES : DISORDERLY CONDUCT	2	25.0%
Total:	8	100.0%

12.50% # of Reports: 1 Incident Report ASSIST OTHER LAW ENFORCEMENT AGENCY

12.50% # of Reports: 1 Incident Report CRIMES : BAILJUMPING

12.50% # of Reports: 1 Incident Report CRIMES : BATTERY OR ASSAULT

12.50% # of Reports: 1 Incident Report CRIMES : CRIMINAL DAMAGE TO PROPERTY

12.50% # of Reports: 1 Incident Report CRIMES : DOMESTIC VIOLENCE

12.50% # of Reports: 1 Incident Report CRIMES : THEFT : THEFT MISDEAMEANOR

25.00% # of Reports: 2 Incident Report CRIMES : DISORDERLY CONDUCT

Grand Total: 100.00% Total # of Incident Types Reported: 8 Total # of Reports: 4

Grand Total: 100.00% Total # of Incident Types Reported: 43

Monthly work report February 2021

2/1 Hauled snow with Jeff. 8hrs in the streets department.

2/2 spot salted streets roadways and parking lots as necessary. Fixed issues with plow cutting edge on the Peterbilt.

2/3 snow removal from curb and intersections. 8hrs in the streets department.

2/4 snow removal from curb and intersections. 8hrs in the streets department.

2/5 snow removal from curb and intersections. 8hrs in the streets department.

2/8 spot salted streets roadways and parking lots as necessary. Power washed f-350, peterbilt and the skid loader. 8hrs in the streets department.

2/9 salted streets roadways and parking lots as necessary. Snow removal from curb and intersections. Board meeting. 8hrs in the streets department.

2/10 Snow removal from curb and intersections. 8hrs in the streets department.

2/11 plowed snow and salted streets roadways and parking lots. Snow removal from curb and intersections. 8hrs in the streets department.

2/12 plowed snow and salted streets roadways and parking lots. Snow removal from curb and intersections. 8hrs in the streets department.

2/13 plowed snow and salted streets roadways and parking lots. Snow removal from curb and intersections.

2/15 Ran to Dons Tire in Highland to get tire chains for the peterbilt. Plowed and salted cemetery and sidewalks. 8hrs in the streets department.

2/16 Snow removal from curb and intersections. 8hrs in the streets department.

2/17 Snow removal from curb and intersections. 8hrs in the streets department.

2/18 cleared storm drains of ice and snow in preparation of melting coming. 8hrs in the streets department.

2/19 Snow removal from curb and intersections. 8hrs in the streets department.

2/21 Plowed snow and salted streets roadways and parking lots. Snow removal from curb and intersections.

2/22 Plowed and salted cemetery and sidewalks and the wwtp. 8hrs in the streets department.

2/23 Snow removal from curb and intersections. Cleared storm drains of ice and snow in preparation of melting coming.

2/24 Power washed skid loader and f350. Cleaned and organized village shop tools and materials etc. 8hr in the streets department.

2/25 Dis mounted plow from the f350 and power washed and detailed the Peterbilt. 8hrs in the streets department.

2/26 organized village shop yard and cleaned up salt shed for inspection. 8hrs in the streets department.

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/08/2021

02/01/2021 - 02/07/2021 [7 days]

Report Time: 9:55:21 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	Daily Total	Reg Hrs	OT Hrs
02/01/2021 Mon	204 [POV]				8.0000000	
	201 [POW]	05:00PM*	08:00PM*	11.00	3.0000000	
02/02/2021 Tue	201 [POW]	03:19PM	10:00PM*	6.75	6.7500000	
02/03/2021 Wed	201 [POW]	08:51AM*	07:30PM*	10.75	10.7500000	
02/04/2021 Thu	201 [POW]	02:33PM	11:36PM	9.00	9.0000000	
02/06/2021 Sat	201 [POW]	04:12PM	11:46PM	7.50	7.5000000	
02/07/2021 Sun	208 [PADJ]			-7.50	-7.5000000	

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					124.50		8.00		116.50
3 [SICK]					88.00	4.00			92.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	37.00		37.00					
204 [POV]	1[UNUSED]	8.00		8.00					
208 [PADJ]	1[UNUSED]	-7.50		-7.50					
TOTALS		37.50		37.50	212.50	4.00	8.00		216.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/01/2021

01/25/2021 - 01/31/2021 [7 days]

Report Time: 3:18:17 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	Daily Total	Reg Hrs	OT Hrs
01/25/2021 Mon	201 [POW]	02:55PM	11:52PM	8.75	8.7500000	
01/27/2021 Wed	201 [POW]	03:40PM	12:44AM	9.00	9.0000000	
01/28/2021 Thu	201 [POW]	10:29AM	09:32PM	11.00	11.0000000	
01/30/2021 Sat	201 [POW]	05:35PM	11:14PM	5.75	5.7500000	

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									124.50
3 [SICK]									88.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	34.50		34.50					
TOTALS		34.50		34.50					220.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/01/2021

01/25/2021 - 01/31/2021 [7 days]

Report Time: 3:26:29 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	Daily Total	Reg Hrs	OT Hrs
01/25/2021 Mon	501 [TRW]	07:56AM	04:49PM	8.25	8.2500000	
01/26/2021 Tue	501 [TRW]	08:27AM	01:17PM		4.7500000	
	501 [TRW]	02:04PM	04:43PM	7.50	2.7500000	
01/27/2021 Wed	501 [TRW]	08:04AM	09:56AM		2.0000000	
	501 [TRW]	11:12AM	05:33PM	8.25	6.2500000	
01/28/2021 Thu	501 [TRW]	08:09AM	01:17PM		5.0000000	
	501 [TRW]	01:45PM*	04:50PM*	8.00	3.0000000	

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									151.00
3 [SICK]									240.00
6 [FH]									8.00
501 [TRW]	1[UNUSED]	32.00		32.00					
TOTALS		32.00		32.00					399.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Gen. - 30.0

Sun. 1.0

Wed. 1.0

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/08/2021

02/01/2021 - 02/07/2021 [7 days]

Report Time: 9:55:21 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	Daily Total	Reg Hrs	OT Hrs
02/01/2021 Mon	501 [TRW]	08:11AM	01:02PM		4.7500000	
	501 [TRW]	01:39PM	04:52PM	7.75	3.0000000	
02/02/2021 Tue	501 [TRW]	08:05AM	01:06PM		5.0000000	
	501 [TRW]	01:59PM	05:45PM	8.75	3.7500000	
02/03/2021 Wed	501 [TRW]	08:10AM	10:10AM		2.0000000	
	501 [TRW]	11:13AM	05:24PM		6.2500000	
	501 [TRW]	06:00PM*	07:00PM*	9.25	1.0000000	
02/04/2021 Thu	501 [TRW]	08:08AM	12:44PM		4.5000000	
	501 [TRW]	01:30PM	05:12PM	8.25	3.7500000	

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									151.00
3 [SICK]					240.00				240.00
6 [FH]									8.00
501 [TRW]	1[UNUSED]	34.00		34.00					
TOTALS		34.00		34.00	240.00				399.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Gen - 30.0
 Sew - 2.0
 Wat - 2.0

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/01/2021

01/25/2021 - 01/31/2021 [7 days]

Report Time: 3:26:29 PM

AD002 [ROESSLER, HAILEY]

Employee ID	AD002	DEPT(G2)	EL	Pay Policy	550
Pay Type	3	Last Name	ROESSLER	First Name	HAILEY

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
01/26/2021 Tue	511 [CW]	08:15AM	12:30PM		4.2500000	
	511 [CW]	01:00PM*	04:32PM	7.75	3.5000000	
01/27/2021 Wed	511 [CW]	07:55AM	12:03PM		4.0000000	
	511 [CW]	02:41PM	05:29PM	6.25	2.2500000	
01/28/2021 Thu	511 [CW]	07:57AM	12:10PM		4.2500000	
	511 [CW]	12:51PM	04:48PM	8.25	4.0000000	
01/29/2021 Fri	511 [CW]	07:49AM	12:47PM		5.0000000	
	511 [CW]	01:17PM	06:09PM	10.00	5.0000000	

Summary - AD002 [ROESSLER, HAILEY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									104.00
3 [SICK]									42.50
6 [FH]									8.00
511 [CW]	1[UNUSED]	32.25		32.25					
TOTALS		32.25		32.25					154.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Hailey*
Employee Signature

x *Lori L Phelan*
Supervisor Signature

Election Clerk = 60
 Dep Clerk = 26.25 - 2.5 = 23.75
 Sewer - 1.25
 Water - 1.25

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/08/2021

02/01/2021 - 02/07/2021 [7 days]

Report Time: 9:55:21 AM

AD002 [ROESSLER, HAILEY]

Employee ID	AD002	DEPT(G2)	EL	Pay Policy	550
Pay Type	3	Last Name	ROESSLER	First Name	HAILEY

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
02/02/2021 Tue	511 [CW]	08:13AM	12:01PM	12.50	3.7500000	
	511 [CW]	12:32PM	05:19PM		4.7500000	
02/03/2021 Wed	511 [CW]	06:30PM*	10:30PM*	9.50	4.0000000	
	511 [CW]	08:22AM	12:03PM		3.7500000	
02/04/2021 Thu	511 [CW]	12:41PM	04:58PM	8.25	4.2500000	
	511 [CW]	05:45PM*	07:15PM*		1.5000000	
02/05/2021 Fri	511 [CW]	07:47AM	11:57AM	8.25	4.2500000	
	511 [CW]	12:38PM	04:40PM		4.0000000	
	511 [CW]	08:08AM	11:32AM		3.2500000	
	511 [CW]	12:09PM	05:14PM	8.25	5.0000000	

Summary - AD002 [ROESSLER, HAILEY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									104.00
3 [SICK]					42.50	4.00			46.50
6 [FH]									8.00
511 [CW]	1[UNUSED]	38.50		38.50					
TOTALS		38.50		38.50	42.50	4.00			158.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Elections - 5
Water - 1
Sewer - 1
Gen - 31.5

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/01/2021

01/25/2021 - 01/31/2021 [7 days]

Report Time: 3:26:30 PM

PW001 [BRINDLEY, JEFFREY D]

Employee ID	PW001	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	BRINDLEY	First Name	JEFFREY D

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
01/25/2021 Mon	301 [SEW]	06:11AM	03:01PM	8.25	8.2500000	
01/26/2021 Tue	301 [SEW]	06:37AM	03:30PM*	8.50	8.5000000	
01/27/2021 Wed	301 [SEW]	06:15AM*	03:29PM*	8.75	8.7500000	
01/28/2021 Thu	304 [SEV]				1.2500000	
	301 [SEW]	09:13AM	03:29PM		5.7500000	
	604 [WAV]			8.00	1.0000000	
01/29/2021 Fri	301 [SEW]	07:26AM	03:33PM	7.50	7.5000000	
01/30/2021 Sat	601 [WAW]	06:57AM	08:57AM*	2.00	1.2500000	0.7500000
01/31/2021 Sun	601 [WAW]	04:49AM	11:01AM	5.75		5.7500000

Summary - PW001 [BRINDLEY, JEFFREY D]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					137.00		2.25		134.75
3 [SICK]									240.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	38.75		38.75					
304 [SEV]	1[UNUSED]	1.25		1.25					
601 [WAW]	1[UNUSED]	1.25	6.50	7.75					
604 [WAV]	1[UNUSED]	1.00		1.00					
TOTALS		42.25	6.50	48.75	137.00		2.25		382.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Jeff Brindley*
Employee Signature

x _____
Supervisor Signature

Water - 20.75
Sewer - 22
Streets - 6
snow plowing & cleanup

Employee Timecard - LPHELAN-07/27/2015

02/01/2021 - 02/07/2021 [7 days]

PW001 [BRINDLEY, JEFFREY D]

Employee ID	PW001	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	BRINDLEY	First Name	JEFFREY D

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
02/01/2021 Mon	301 [SEW]	06:10AM	03:29PM	8.75	8.7500000	
02/02/2021 Tue	301 [SEW]	06:12AM	09:49AM		3.5000000	
02/03/2021 Wed	301 [SEW]	10:42AM	03:26PM	8.25	4.7500000	
	301 [SEW]	11:20AM	03:30PM*		4.2500000	
02/04/2021 Thu	301 [SEW]	05:30PM*	07:00PM*	5.75	1.5000000	
	301 [SEW]	05:29AM	04:57PM	11.00	11.0000000	
02/05/2021 Fri	301 [SEW]	05:03AM	09:45AM	4.75	4.7500000	
02/06/2021 Sat	601 [WAW]	07:20AM	12:10PM	5.00	1.5000000	3.5000000
02/07/2021 Sun	601 [WAW]	07:35AM	09:35AM*	2.00		2.0000000

Summary - PW001 [BRINDLEY, JEFFREY D]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									134.75
3 [SICK]					240.00				240.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	38.50		38.50					
601 [WAW]	1[UNUSED]	1.50	5.50	7.00					
TOTALS		40.00	5.50	45.50	240.00				382.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Jeff Brindley
 Employee Signature

X _____
 Supervisor Signature

Water - 19
 Sewer - 21
 Streets - 5.5 hrs
 plowing & cleanup

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/01/2021

01/25/2021 - 01/31/2021 [7 days]

Report Time: 3:26:30 PM

SP002 [CULLEN, TANNER]

Employee ID	SP002	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	CULLEN	First Name	TANNER

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
01/25/2021 Mon	401 [STW]	02:11PM	04:41PM	2.50	2.5000000	
01/26/2021 Tue	401 [STW]	02:49AM	03:30PM*	12.25	12.2500000	
01/27/2021 Wed	401 [STW]	07:06AM	03:31PM	8.00	8.0000000	
01/28/2021 Thu	401 [STW]	08:16AM	03:35PM	6.75	6.7500000	
01/29/2021 Fri	401 [STW]	07:05AM	03:35PM	8.00	8.0000000	
01/31/2021 Sun	401 [STW]	03:00AM	12:20PM	8.75	2.5000000	6.2500000

Summary - SP002 [CULLEN, TANNER]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									100.75
3 [SICK]									60.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	40.00	6.25	46.25					
TOTALS		40.00	6.25	46.25					168.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Tanner Cullen

Employee Signature

x _____

Supervisor Signature

46.25 Streets Department

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/08/2021

02/01/2021 - 02/07/2021 [7 days]

Report Time: 9:55:22 AM

SP002 [CULLEN, TANNER]

Employee ID	SP002	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	CULLEN	First Name	TANNER

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
02/01/2021 Mon	401 [STW]	06:59AM	03:38PM	8.25	8.2500000	
02/02/2021 Tue	401 [STW]	06:58AM	03:41PM	8.25	8.2500000	
02/03/2021 Wed	401 [STW]	07:03AM	03:34PM	8.00	8.0000000	
02/04/2021 Thu	401 [STW]	07:07AM	05:38PM	10.25	10.2500000	
02/05/2021 Fri	401 [STW]	02:17AM	06:57AM		4.7500000	
	401 [STW]	08:25AM	03:26PM	11.75	0.5000000	6.5000000

Summary - SP002 [CULLEN, TANNER]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									100.75
3 [SICK]					60.00	4.00			64.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	40.00	6.50	46.50					
TOTALS		40.00	6.50	46.50	60.00	4.00			172.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Tanner Cullen

Employee Signature

x _____

Supervisor Signature

Streets Dept. 46.50

Employee Timecard - LPHELAN-07/27/2015

02/08/2021 - 02/14/2021 [7 days]

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	Daily Total	Reg Hrs	OT Hrs
02/08/2021 Mon	201 [POW]	01:01PM	11:30PM*	10.50	10.5000000	
02/09/2021 Tue	201 [POW]	06:28PM	09:06PM	2.50	2.5000000	
02/11/2021 Thu	201 [POW]	02:08PM	11:06PM	8.75	8.7500000	
02/12/2021 Fri	203 [POS]			8.00	8.0000000	
02/13/2021 Sat	201 [POW]	11:42AM	08:35PM	8.75	8.7500000	

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									116.50
3 [SICK]					92.00		8.00		84.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	30.50		30.50					
203 [POS]	1[UNUSED]	8.00		8.00					
TOTALS		38.50		38.50	92.00		8.00		208.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
 Employee Signature

X _____
 Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/23/2021

02/15/2021 - 02/21/2021 [7 days]

Report Time: 1:26:17 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	Daily Total	Reg Hrs	OT Hrs
02/15/2021 Mon	201 [POW]	09:56AM	10:09PM	12.25	12.2500000	
02/16/2021 Tue	201 [POW]	05:07PM	08:33PM	3.50	3.5000000	
02/17/2021 Wed	201 [POW]	02:55PM	11:23PM	8.50	8.5000000	
02/18/2021 Thu	201 [POW]	10:30AM*	08:33PM	10.00	10.0000000	
02/19/2021 Fri	201 [POW]	02:33PM	07:02PM	4.50	4.5000000	
02/20/2021 Sat	201 [POW]	04:00PM*	06:00PM*	2.00	2.0000000	
02/21/2021 Sun	201 [POW]	11:00AM*	08:02PM		9.0000000	
	208 [PADJ]			-7.25	-16.2500000	

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									116.50
3 [SICK]									84.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	49.75		49.75					
208 [PADJ]	1[UNUSED]	-16.25		-16.25					
TOTALS		33.50		33.50					208.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

02/08/2021 - 02/14/2021 [7 days]

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

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
02/08/2021 Mon	501 [TRW]	08:04AM	01:12PM		5.2500000	
	501 [TRW]	01:45PM*	05:23PM	9.00	3.7500000	
02/09/2021 Tue	501 [TRW]	08:02AM	01:48PM		5.7500000	
	501 [TRW]	02:55PM	11:11PM	14.00	8.2500000	
02/10/2021 Wed	501 [TRW]	08:16AM	12:24PM		4.2500000	
	501 [TRW]	01:03PM	04:56PM	8.25	4.0000000	
02/11/2021 Thu	608 [WADV]				0.5000000	
	504 [TRV]				1.5000000	
	308 [SADV]				0.5000000	
	501 [TRW]	08:17AM	01:51PM	8.00	5.5000000	

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					151.00		2.50		148.50
3 [SICK]									240.00
6 [FH]									8.00
308 [SADV]	1[UNUSED]	0.50		0.50					
501 [TRW]	1[UNUSED]	36.75		36.75					
504 [TRV]	1[UNUSED]	1.50		1.50					
608 [WADV]	1[UNUSED]	0.50		0.50					
TOTALS		39.25		39.25	151.00		2.50		396.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Lori L. Phelan

X _____

Employee Signature

Supervisor Signature

General - $\begin{matrix} \text{Reg} & \text{Vac} \\ 33.75 & + 1.5 \\ \hline & = 35.25 \end{matrix}$

Sewer - $1.5 + .5 = 2.0$

Water - $1.5 + .5 = 2.0$

$36.75 + 2.5 = 39.25$

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/23/2021

02/15/2021 - 02/21/2021 [7 days]

Report Time: 11:36:00 AM

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

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
02/15/2021 Mon	608 [WADV]				1.5000000	
	504 [TRV]				5.0000000	
	308 [SADV]			8.00	1.5000000	
02/16/2021 Tue	501 [TRW]	06:32AM	02:29PM	7.50	7.5000000	
02/17/2021 Wed	501 [TRW]	08:08AM	03:32PM		7.2500000	
	501 [TRW]	05:04PM	08:05PM	10.25	3.0000000	
02/18/2021 Thu	501 [TRW]	08:14AM	05:15PM*	8.50	8.5000000	

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					148.50			8.00	140.50
3 [SICK]									240.00
6 [FH]									8.00
308 [SADV]	1[UNUSED]	1.50		1.50					
501 [TRW]	1[UNUSED]	26.25		26.25					
504 [TRV]	1[UNUSED]	5.00		5.00					
608 [WADV]	1[UNUSED]	1.50		1.50					
TOTALS		34.25		34.25	148.50			8.00	388.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

x _____

Employee Signature

Supervisor Signature

	<u>Total</u>	<u>Vac</u>	<u>Reg</u>
Mon	30.25	5.0	25.5
Tue	2.0	1.5	.5
Wed	2.0	1.5	.5
	<u>34.25</u>	<u>8.0</u>	<u>26.5</u>

Employee Timecard - LPHELAN-07/27/2015

02/08/2021 - 02/14/2021 [7 days]

AD002 [ROESSLER, HAILEY]			
Employee ID	AD002	DEPT(G2)	EL
Pay Type	3	Last Name	ROESSLER
Pay Policy	550	First Name	HAILEY

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
02/08/2021 Mon	511 [CW]	01:30PM*	04:26PM	3.00	3.0000000	
02/09/2021 Tue	511 [CW]	08:00AM	12:03PM		4.0000000	
	511 [CW]	12:47PM	04:33PM		3.7500000	
	511 [CW]	06:30PM*	09:30PM*	10.75	3.0000000	
02/10/2021 Wed	511 [CW]	08:20AM	11:47AM		3.5000000	
	511 [CW]	12:46PM	05:57PM	8.75	5.2500000	
02/11/2021 Thu	511 [CW]	08:28AM	12:16PM		3.7500000	
	511 [CW]	12:53PM	06:37PM	9.25	5.5000000	
02/12/2021 Fri	511 [CW]	08:11AM	11:46AM		3.5000000	
	511 [CW]	12:16PM	04:31PM	7.75	4.2500000	

Summary - AD002 [ROESSLER, HAILEY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									104.00
3 [SICK]									46.50
6 [FH]									8.00
511 [CW]	1[UNUSED]	39.50		39.50					
TOTALS		39.50		39.50					158.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Hailey*
 Employee Signature

x *Lori L. Phelan*
 Supervisor Signature

Elections = 7
Dep Clerk = 30.5
Water = 1.0
Sewer = 1.0

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/23/2021

02/15/2021 - 02/21/2021 [7 days]

Report Time: 11:36:00 AM

AD002 [ROESSLER, HAILEY]					
Employee ID	AD002	DEPT(G2)	EL	Pay Policy	550
Pay Type	3	Last Name	ROESSLER	First Name	HAILEY

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
02/16/2021 Tue	551 [ECW]	06:24AM	12:48PM	14.25	6.2500000	
	551 [ECW]	01:19PM	09:09PM		8.0000000	
02/17/2021 Wed	511 [CW]	09:00AM*	01:00PM*	5.50	4.0000000	
	511 [CW]	05:30PM*	07:00PM*		1.5000000	
02/18/2021 Thu	511 [CW]	08:04AM	12:34PM	8.25	4.5000000	
	511 [CW]	01:05PM	04:43PM		3.7500000	
02/19/2021 Fri	511 [CW]	08:01AM	12:30PM	9.00	4.5000000	
	511 [CW]	01:08PM	05:47PM		4.5000000	

Summary - AD002 [ROESSLER, HAILEY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									104.00
3 [SICK]									46.50
6 [FH]									8.00
511 [CW]	1[UNUSED]	22.75		22.75					
551 [ECW]	1[UNUSED]	14.25		14.25					
TOTALS		37.00		37.00					158.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Hailey Roessler*
Employee Signature

x *Lori L. Phelan*
Supervisor Signature

EC = 14.25 + 3 = 17.25

Water = 1

Sewer = 1

Dep clerk = 17.75

Employee Timecard - LPHELAN-07/27/2015

02/08/2021 - 02/14/2021 [7 days]



PW001 [BRINDLEY, JEFFREY D]

Employee ID	PW001	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	BRINDLEY	First Name	JEFFREY D

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
02/08/2021 Mon	301 [SEW]	06:03AM	03:30PM	9.00	9.0000000	
02/09/2021 Tue	303 [SES]				2.0000000	
	301 [SEW]	06:02AM	10:00AM*		4.0000000	
	301 [SEW]	06:30PM*	08:30PM*		1.5000000	
	603 [WAS]			9.50	2.0000000	
02/10/2021 Wed	301 [SEW]	06:14AM	03:32PM	8.75	8.7500000	
02/11/2021 Thu	301 [SEW]	11:28AM	05:30PM*	5.50	5.5000000	
02/12/2021 Fri	301 [SEW]	05:23AM	11:24AM	5.50	5.5000000	
02/13/2021 Sat	601 [WAW]	09:24AM	11:24AM*		2.0000000	
	401 [STW]	11:25AM*	01:37PM*	4.00	2.0000000	
02/14/2021 Sun	401 [STW]	07:15AM	09:15AM*	2.00	1.7500000	0.2500000

Summary - PW001 [BRINDLEY, JEFFREY D]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									134.75
3 [SICK]					240.00		4.00		236.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	34.25		34.25					
303 [SES]	1[UNUSED]	2.00		2.00					
401 [STW]	1[UNUSED]	3.75	0.25	4.00					
601 [WAW]	1[UNUSED]	2.00		2.00					
603 [WAS]	1[UNUSED]	2.00		2.00					
TOTALS		44.00	0.25	44.25	240.00		4.00		378.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Jeff Brindley
 Employee Signature

X _____
 Supervisor Signature

Water - 22
 Sewer - 18
 Streets - 4.25

Employee Timecard - LPHELAN-07/27/2015



Report Date: 02/23/2021

02/15/2021 - 02/21/2021 [7 days]

Report Time: 11:36:00 AM

PW001 [BRINDLEY, JEFFREY D]					
Employee ID	PW001	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	BRINDLEY	First Name	JEFFREY D

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
02/15/2021 Mon	304 [SEV]				1.2500000	
	301 [SEW]	06:21AM	09:05AM		2.7500000	
	301 [SEW]	12:26PM	03:22PM		2.7500000	
	604 [WAV]			8.00	1.2500000	
02/16/2021 Tue	301 [SEW]	06:10AM	12:58PM	6.25	6.2500000	
02/17/2021 Wed	301 [SEW]	10:52AM	03:35PM	4.75	4.7500000	
02/18/2021 Thu	301 [SEW]	05:35AM	03:28PM	9.50	9.5000000	
02/19/2021 Fri	301 [SEW]	05:59AM	01:15PM	6.75	6.7500000	
02/20/2021 Sat	601 [WAW]	06:56AM	08:56AM*	2.00	2.0000000	
02/21/2021 Sun	601 [WAW]	06:51AM	08:51AM*	2.00	2.0000000	

Summary - PW001 [BRINDLEY, JEFFREY D]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					134.75		2.50		132.25
3 [SICK]									236.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	32.75		32.75					
304 [SEV]	1[UNUSED]	1.25		1.25					
601 [WAW]	1[UNUSED]	4.00		4.00					
604 [WAV]	1[UNUSED]	1.25		1.25					
TOTALS		39.25		39.25	134.75		2.50		376.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Jeff Brindley*
Employee Signature

X _____
Supervisor Signature

Water - 18
Sewer - 21.25

Employee Timecard - LPHELAN-07/27/2015

02/08/2021 - 02/14/2021 [7 days]



SP002 [CULLEN, TANNER]

Employee ID	SP002	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	CULLEN	First Name	TANNER

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
02/08/2021 Mon	401 [STW]	07:01AM	03:32PM	8.00	8.0000000	
02/09/2021 Tue	401 [STW]	06:44AM	03:27PM		8.7500000	
	401 [STW]	06:30PM*	09:00PM*	10.75	2.0000000	
02/10/2021 Wed	401 [STW]	06:44AM	03:13PM	8.00	8.0000000	
02/11/2021 Thu	401 [STW]	07:05AM	03:05PM		8.0000000	
	401 [STW]	03:39PM	04:08PM	8.50	0.5000000	
02/12/2021 Fri	401 [STW]	03:24AM	01:04PM	9.00	4.7500000	4.2500000
02/13/2021 Sat	401 [STW]	07:10AM	11:43AM			4.5000000
	401 [STW]	02:43PM	05:00PM	6.25		1.7500000

Summary - SP002 [CULLEN, TANNER]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									100.75
3 [SICK]									64.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	40.00	10.50	50.50					
TOTALS		40.00	10.50	50.50					172.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Tanner Cullen

Employee Signature

x _____

Supervisor Signature

Streets Department 50.50hrs

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/23/2021

02/15/2021 - 02/21/2021 [7 days]

Report Time: 11:36:00 AM

SP002 [CULLEN, TANNER]

Employee ID	SP002	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	CULLEN	First Name	TANNER

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
02/15/2021 Mon	401 [STW]	06:57AM	03:13PM	7.75	7.7500000	
02/16/2021 Tue	401 [STW]	06:59AM	03:40PM	8.25	8.2500000	
02/17/2021 Wed	401 [STW]	06:57AM	01:07PM		6.0000000	
	401 [STW]	02:25PM	04:02PM	7.50	1.5000000	
02/18/2021 Thu	401 [STW]	06:53AM	04:01PM	8.50	8.5000000	
02/19/2021 Fri	401 [STW]	06:56AM	03:37PM	8.00	8.0000000	
02/21/2021 Sun	401 [STW]	08:19PM	12:49AM	4.50		4.5000000

Summary - SP002 [CULLEN, TANNER]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									100.75
3 [SICK]									64.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	40.00	4.50	44.50					
TOTALS		40.00	4.50	44.50					172.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Tanner Cullen

Employee Signature

x _____

Supervisor Signature

44.50 Streets Department

2/16/2021 12:18 PM

Treasurer's Report
All Banks
1/01/2021 Thru: 1/31/2021

Page: 1
ACCT

12/31/2020 Balance:	2,907,648.33
Checks:	-449,021.54
Receipts:	339,299.53
Other Cash Transactions:	0.00
1/31/2021 Balance:	2,797,926.32

2/16/2021 12:18 PM

Treasurer's Report
All Banks
1/01/2021 Thru: 1/31/2021

Page: 2
ACCT

Post Date	Type	Trans ID	Description	Amount
1/29/2021	JE	UTILITY	Utility Bills - MOWING - 01/29/2021	2.09
1/29/2021	JE	GEN-1816	REVERSING UTILITY JE	-2.09

			Others Cash Transactions:	0.00

2/04/2021 11:05 AM

Treasurer's Report
1-POOLED CHECKING ACCOUNT **0307
1/01/2021 Thru: 1/31/2021

Page: 1
ACCT

12/31/2020	Balance:	1,493,735.78
	Checks:	-448,328.20
	Receipts:	338,997.38
	Other Cash Transactions:	-7,200.00
1/31/2021	Balance:	1,377,204.96

2/04/2021 11:05 AM

Treasurer's Report
1-POOLED CHECKING ACCOUNT **0307
1/01/2021 Thru: 1/31/2021

Page: 2
ACCT

Post Date	Type	Trans ID	Description	Amount
1/19/2021	JE	TRANSFER	Annual Txfr per USDA RD Loan	-7,200.00
1/29/2021	JE	UTILITY	Utility Bills - MOWING - 01/29/2021	2.09
1/29/2021	JE	GEN-1816	REVERSING UTILITY JE	-2.09

Others Cash Transactions:				-7,200.00

2/16/2021 11:34 AM

Treasurer's Report
3-SEWER DEPRECIATION FUND **1676
1/01/2021 Thru: 1/31/2021

Page: 1
ACCT

12/31/2020	Balance:	21,984.69
	Checks:	0.00
	Receipts:	6.11
	Other Cash Transactions:	0.00
1/31/2021	Balance:	21,990.80

2/16/2021 11:41 AM

Treasurer's Report
4-SEWER DNR EQUIP REPLACEMENT FUND **1692
1/01/2021 Thru: 1/31/2021

Page: 1
ACCT

12/31/2020	Balance:	62,478.02
	Checks:	0.00
	Receipts:	17.37
	Other Cash Transactions:	0.00
1/31/2021	Balance:	62,495.39

2/10/2021 3:30 PM

Treasurer's Report
2-GENERAL FUND MM **0753
1/01/2021 Thru: 1/31/2021

Page: 1
ACCT

12/31/2020	Balance:	759,718.86
	Checks:	0.00
	Receipts:	211.26
	Other Cash Transactions:	0.00
1/31/2021	Balance:	759,930.12

2/16/2021 11:49 AM

Treasurer's Report
7-Comm Dev BG GRANT **0767
1/01/2021 Thru: 1/31/2021

Page: 1
ACCT

12/31/2020	Balance:	0.00
	Checks:	0.00
	Receipts:	0.00
	Other Cash Transactions:	0.00
1/31/2021	Balance:	0.00

2/16/2021 11:54 AM

Treasurer's Report
8-CDBG MATCHING FUNDS **0783
1/01/2021 Thru: 1/31/2021

Page: 1
ACCT

12/31/2020	Balance:	0.00
	Checks:	0.00
	Receipts:	0.00
	Other Cash Transactions:	0.00
1/31/2021	Balance:	0.00

2/16/2021 11:48 AM

Treasurer's Report
5-WATER MM ACCOUNT **1801
1/01/2021 Thru: 1/31/2021

Page: 1
ACCT

12/31/2020	Balance:	553,388.13
	Checks:	0.00
	Receipts:	65.95
	Other Cash Transactions:	0.00
1/31/2021	Balance:	553,454.08

2/16/2021 11:58 AM

Treasurer's Report
9-RD SEW REPL FUND **0804
1/01/2021 Thru: 1/31/2021

Page: 1
ACCT

12/31/2020	Balance:	15,649.51
	Checks:	0.00
	Receipts:	1.46
	Other Cash Transactions:	7,200.00
1/31/2021	Balance:	22,850.97

2/16/2021 11:58 AM

Treasurer's Report
9-RD SEW REPL FUND **0804
1/01/2021 Thru: 1/31/2021

Page: 2
ACCT

Post Date	Type	Trans ID	Description	Amount
1/19/2021	JE	TRANSFER	Annual Txfr per USDA RD Loan	7,200.00
			Others Cash Transactions:	----- 7,200.00

3/02/2021

4:35 PM

Treasurer's Report
All Banks
2/01/2021 Thru: 2/28/2021

Page: 1
ACCT

1/31/2021 Balance: 2,775,935.52

Checks: -226,470.31

Receipts: 66,121.46

Other Cash Transactions: 21,990.80

2/28/2021 Balance: 2,637,577.47

3/02/2021

4:35 PM

Treasurer's Report

Page: 2

All Banks

ACCT

2/01/2021 Thru: 2/28/2021

Post Date	Type	Trans ID	Description	Amount
2/10/2021	JE	TRANSFER	CLOSE ACCT PER BOT 2.9.2021	21,990.80

			Others Cash Transactions:	21,990.80

3/02/2021

4:10 PM

Treasurer's Report
1-POOLED CHECKING ACCOUNT **0307
2/01/2021 Thru: 2/28/2021

Page: 1
ACCT

1/31/2021 Balance: 1,377,204.96

Checks: -226,470.31

Receipts: 65,831.62

Other Cash Transactions: 0.00

2/28/2021 Balance: 1,216,566.27

3/02/2021 4:10 PM

Treasurer's Report
1-POOLED CHECKING ACCOUNT **0307
2/01/2021 Thru: 2/28/2021

Page: 2
ACCT

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

3/02/2021 4:30 PM

Treasurer's Report
2-GENERAL FUND MM **0753
2/01/2021 Thru: 2/28/2021

Page: 1
ACCT

1/31/2021 Balance: 759,930.12

Checks: 0.00

Receipts: 204.04

Other Cash Transactions: 0.00

2/28/2021 Balance: 760,134.16

3/02/2021

4:30 PM

Treasurer's Report

Page: 1

4-SEWER DNR EQUIP REPLACEMENT FUND **1692

ACCT

2/01/2021 Thru: 2/28/2021

1/31/2021 Balance: 62,495.39

Checks: 0.00

Receipts: 20.36

Other Cash Transactions: 21,990.80

2/28/2021 Balance: 84,506.55

3/02/2021 4:30 PM

Treasurer's Report

Page: 2

4-SEWER DNR EQUIP REPLACEMENT FUND **1692

ACCT

2/01/2021 Thru: 2/28/2021

Post Date	Type	Trans ID	Description	Amount
2/10/2021	JE	TRANSFER	CLOSE ACCT PER BOT 2.9.2021	21,990.80

			Others Cash Transactions:	21,990.80

3/02/2021 4:31 PM

Treasurer's Report
5-WATER MM ACCOUNT **1801
2/01/2021 Thru: 2/28/2021

Page: 1
ACCT

1/31/2021 Balance: 553,454.08

Checks: 0.00

Receipts: 63.69

Other Cash Transactions: 0.00

2/28/2021 Balance: 553,517.77

3/02/2021 4:31 PM

Treasurer's Report
7-Comm Dev BG GRANT **0767
2/01/2021 Thru: 2/28/2021

Page: 1
ACCT

1/31/2021 Balance: 0.00

Checks: 0.00

Receipts: 0.00

Other Cash Transactions: 0.00

2/28/2021 Balance: 0.00

2/16/2021 11:54 AM

Treasurer's Report
8-CDBG MATCHING FUNDS **0783
1/01/2021 Thru: 1/31/2021

Page: 1
ACCT

12/31/2020 Balance: 0.00

Checks: 0.00

Receipts: 0.00

Other Cash Transactions: 0.00

1/31/2021 Balance: 0.00

3/02/2021

4:32 PM

Treasurer's Report
9-RD SEW REPL FUND **0804
2/01/2021 Thru: 2/28/2021

Page: 1
ACCT

1/31/2021 Balance: 22,850.97

Checks: 0.00

Receipts: 1.75

Other Cash Transactions: 0.00

2/28/2021 Balance: 22,852.72

2/18/2021 3:50 PM

Treasurer's Report
3-SEWER DEPRECIATION FUND **1676
2/01/2021 Thru: 2/12/2021

Page: 1
ACCT

1/31/2021 Balance: 21,990.80

Checks: 0.00

Receipts: 0.00

Other Cash Transactions: -21,990.80

2/12/2021 Balance: 0.00

2/18/2021 3:50 PM

Treasurer's Report
3-SEWER DEPRECIATION FUND **1676
2/01/2021 Thru: 2/12/2021

Page: 2
ACCT

Post Date	Type	Trans ID	Description	Amount
2/10/2021	JE	TRANSFER	CLOSE ACCT PER BOT 2.9.2021	-21,990.80

			Others Cash Transactions:	-21,990.80

VILLAGE OF RIDGEWAY
Job Description: Clerk - Treasurer

Position: Clerk/Treasurer

Reports to: Village Board of Trustees

Employment Category: Full Time, Non-exempt, Benefit Eligible

Job Brief - General Nature of Responsibilities:

Under the direction of the Village Board of Trustees, this position performs a wide range of administrative functions including, but not limited to election administration, records management, drafting and composing meeting agendas and minutes, resolutions, ordinances, and other necessary municipal policies. This position will perform all duties outlined in Wisconsin State Statutes §61.25 Clerk and §61.26, Treasurer. The position will report all financial matters to the Finance Committee, and facilitate the municipal budgeting process. The individual will work independently with minimal supervision, however, is expected to use their judgment and seek direction when needed on substantive matters related to administration of municipal policies, programs, and services. The primary purpose of the Clerk/Treasurer is to perform their statutory role and assist with the enhancement of all administrative functions within the village.

Essential Skills, Knowledge, and Abilities

- Ability to analyze, interpret, and apply applicable Federal, State and local policies, laws and regulations
- Apply knowledge of a broad range of statutes, principles, and practices to the administration of village affairs
- Knowledge of modern office procedures, methods and equipment including computers and Microsoft Office (Word, and Excel required) basic website editing software, and social media platforms
- Ability to communicate effectively with the public in a busy, multi-task environment, excellent verbal and written communication skills
- Organized and detail oriented
- Knowledge of election administration and Wisvote (statewide voter registration system)
- Ability to prepare and interpret reports, maps, and charts
- Ability to establish and maintain effective working and public relationships with a wide variety of individuals in a sometimes-challenging environment
- Ability to prepare and maintain accurate records and to prepare a variety of reports as required or requested
- Must possess excellent time management skills
- Ability to prepare and maintain accurate records

Essential Duties and Responsibilities:

General:

- Duties and responsibilities enumerated in Wisconsin State Statute §61.25 and §61.26
- Prepares the official agenda for board, commission, and committee meetings
- Attends Village Board meetings and brings to the attention of the Village President and Village Trustees any pending ordinances, resolutions, or notices requiring official action
- Records proceedings of meetings and prepares official minutes
- Works with and supports other village staff
- Sends notices of Board action to all affected individuals or businesses
- Reviews, revises, and drafts ordinances and resolutions with the assistance from the Village Attorney
- Maintains confidentiality, custody, and care of all Village papers, records, and correspondence
- Maintains routine day to day operations of Village Office
- Provides professional advice and input to Village Board of Trustees upon request

- Serves as a liaison between the public and elected officials
- Research and obtain multiple funding sources including grants for village projects and expenditures

Other Duties and Responsibilities:

- Supervise daily village office operations and public property usage
- Supervise title research requests and special assessment inquiries
- Act as liaison with neighboring municipalities and County officials to ensure the accuracy of payments
- Represents the Village in dealing with other governmental bodies, as directed by the Village Board of Trustees, i.e. Federal, State, County as well as promote goodwill and public relations (customer service) between the Village and the public
- Attends necessary training, seminars, and maintains required certifications
- Keeps the Village Board of Trustees informed of changes, opportunities, and problems of a developmental, operational, financial nature of plans, and recommendations for appropriate opportunities
- Responsible for communicating training, seminars, and workshops to the Board of Trustees for ongoing educational opportunities and certifications as required by law for Trustee positions
- Responsible for all Census recordkeeping, address verification, Census reporting, mapping, and coordination of any and all Census work.
- Act as Village agent for municipal insurance policy ensuring complete coverage and accurate up to date records
- Assists and supports Village Board of Trustees, Department Heads, and all employees with information or reports as requested.
- Perform other duties and responsibilities as may be requested by the Village Board of Trustees

Elections:

- Administers, coordinates, supervises, and conducts all Village elections
- Attends necessary training, seminars, and maintains required certifications to conduct elections as required by WEC (Wisconsin Elections Commission)
- Responsible for securing election board workers and complying with applicable training standards to ensure the Village maintains valid certified election inspectors
- Prepares the election facility per State law and maintains all pre and post-election files
- Performs all required pre-election testing of electronic voting equipment to insure proper functioning
- Publishes all required election notices
- Interface with WisVote to assure voters in Village poll books are certified and eligible to vote in Village elections
- Assist electors who are eligible to vote are able to cast a ballot and have that ballot be counted in accordance with state law
- Keep subject to inspection all election returns required to be filed in the clerk's office, and to notify persons elected or appointed to village offices

Licenses and Permits:

- Assists and supports the issuance of municipal licenses and permits, including animal, liquor, and various regulatory licenses as assigned in accordance with applicable Village Ordinances and other regulations
- Maintains a record of all licenses and permits approved and granted by the Village Board
- Work with Building Inspector to issue and maintain village building permits

Accounting:

- Responsible for all accounting functions including journals, ledgers, and required reports per DOR (Wisconsin

Department of Revenue), GAAP (General Accepted Accounting Principles), the Public Service Commission, and other regulatory agencies

- Verifies invoices and oversees preparation of vouchers and compares all bills and receipts to budget accounts
- Oversees preparation of monthly utility billings and related accounting transactions
- Assists Village Auditor with preparation of year end fiscal reporting to the Department of Revenue, Transportation and Public Service Commission.
- Analyses special projects, revenue, and expense accounts, and makes progress reports as requested
- Maintains all accounting records and supporting documentation
- Responsible for management of Village cash flows and receipts
- Reconciles all Village checking and savings accounts monthly
- Ability to operate the program the Village uses for utility billing, municipal accounting, and payroll (Workhorse).
- Collects all fees, rents, and other revenues and makes deposits. Never accepts cash without giving a receipt whether asked for one or not

Tax Preparation:

- Coordinates with Village Assessor and county officials in the updating and maintenance of the Village Assessment Roll
- Serves as Clerk for the Board of Review
- Maintains the Personal Property listing and reviews annually with the Village Assessor
- Prepares Statement of Assessment and Statement of Taxes and submits to the Wisconsin Department of Revenue
- Computes mill rates, Tax Increment, calculates special assessments, and other special charges for inclusion in the tax roll
- Mails tax statements, collects taxes, records of deposit, maintaining and monitoring accurate tax collection
- Settles tax collection with other taxing jurisdictions on prescribed due dates

Personnel and Payroll:

- Assist employees in filing of insurance, Workman's Compensation and disability benefit claims
- Maintain random drug and alcohol protocols and testing information for employees with CDL licenses
- Maintain current mandated State and Federal labor posting requirements
- Assists Department Heads, when asked, to set up necessary training to maintain and improve their job-related knowledge and skills and maintain required certifications for job functions
- Performs biweekly payroll preparation
- Issues payroll vouchers and makes payments as required by law to all tax and fringe benefits accounts
- Keeps accurate personnel information concerning hours, vacation hours, and personal hours
- Retirement plan processing, management, reporting, contributions, and record keeping
- Acts as village agent for health and life insurance, retirement, deferred compensation, and disability programs
- Oversees preparation of payments to State, Federal, Insurance, and Retirement accounts as prescribed by law
- Annually updating Village Employee Handbook and work with Finance Committee for approval of updates and changes
- Maintains accurate employee deduction records and required documentation
- Oversees preparation of all year-end payroll reports including W-2, W-3, 1099 and reporting to State and Federal agencies

Planning, Zoning, Development:

- Send out, receive forms, and collect fees for conditional use permits, zoning issues and subdivisions
- Post and/or publish required notices
- Write conditional use permit letters to applicants and maintain records
- Ensures comprehensive planning, capital improvement planning, and other necessary guiding documents for the village are in place and updated annually as appropriate

Minimum Experience and Educational Qualifications:

- High School Diploma/Equivalent Required; Associate Degree or higher education preferred
- Municipal Government Experience (preferred), two years' experience in clerical operations, bookkeeping, policies and legislative functions or a combination of education and experience that provides equivalent knowledge, skills and abilities
- Working knowledge of Accounting Software (Workhorse preferred)
- Must be eligible to be bonded
- Notary Public (or ability to obtain)
- Election Administration Certified (or ability to obtain)
- Board of Review Clerk Training
- Valid Driver's License

Additional Information:

- This position requires a great deal of diplomacy in working with a variety of individuals who comprise a seven (7) member board, individuals on committees, department heads, fellow employees, contracted individuals, state employees, and other professionals engaged by the Village for services as well as the general public.
- This position performs a major role in responsible communication, receiving and responding openly and positively to the public.

Position Description Qualifiers and Employer Reservation of Management Rights:

The duties enumerated above are intended only as illustrations of the various types of work that maybe performed. This is not a detailed or complete listing of all duties and responsibilities. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

VILLAGE OF RIDGEWAY

Job Description

Deputy Clerk

Position: Deputy Clerk

Reports to: Clerk/Treasurer, Village Board of Trustees

Employment Category: Full Time, Non-exempt, Benefit eligible

Job Brief - General Nature of Responsibilities:

The employee shall be supervised by the Village Clerk/Treasurer, and Village Board of Trustees. Work responsibilities include a wide range of administrative functions: the preparation and maintenance of municipal records, drafting and composing correspondence, resolutions, minutes, agendas, and newsletters. Other responsibilities include, but are not limited to: election duties, the issuance of various licenses and permits, utility billing, and all village office functions. This position will provide a wide array of customer service to members of the public and involves extensive public contact in collecting and providing information, sometimes of a sensitive nature. The individual will work independently with minimal supervision, seeking direction when needed on substantive matters related to the administration of municipal policies, programs, and services. The primary purpose of the Deputy Clerk/Administrative Assistant is to assist with the enhancement of all administrative functions within the village. Work is to be performed in accordance with all local village ordinances, state, and federal laws. The position requires initiative, judgment, and the ability to work effectively and independently with the public and other municipal officials.

Scope of Responsibility:

The employee will work closely with the Clerk/Treasurer. Specific jobs and regular recurring duties are carried out with relative independence. Direction is available from the Clerk/Treasurer to resolve problems, explain new projects, and establish priorities.

Essential Skills, Knowledge, and Abilities

- Ability to communicate effectively with the public in a busy, multi-task environment, excellent verbal and written communication skills
- Organized and detail oriented
- Knowledge of modern office procedures, methods, and equipment including computers and Microsoft Office (Word, and Excel required), basic website editing software, and social media platforms
- Ability to prioritize and follow up on tasks to meet deadlines
- Ability to prepare and maintain spreadsheets; prepare and interpret reports, maps, and charts
- Interpret and apply applicable Federal, State and local policies, laws and regulations
- Ability to establish and maintain effective working and public relationships with a wide variety of individuals in a sometimes-challenging environment
- Ability to prepare and maintain accurate records
- Prepare a variety of reports as required or requested
- Must possess excellent time management skills
- Knowledge of election administration

Essential Duties and Responsibilities:

- Coordinate and administer reservations for publicly owned property (gymnasium, park shelter, community center rooms)
- Update and maintain accurate calendars of village activities
- Administer website modifications and updates
- Maintain filing system and accurate record retention
- Update and maintain address records, points of contact, and subscriber lists

- Research title searches for special assessment requests
- Distribute correspondence, staff mail, and assume responsibility for appropriate mail requests
- Support requests for form enhancements and changes from a variety of sources
- Occasional evening or weekend work hours as needed for meetings, trainings, and public property assistance
- Act as a point of contact for inquiries from community members regarding programs and facility reservations
- Record all public notices and articles
- Maintain office supply inventory and purchase items as needed
- Duties and responsibilities enumerated in Wisconsin State Statute §61.25 and §61.26 as assigned by Village Clerk/Treasurer
- Assists in preparing the official agenda for board and committee meetings as assigned
- Records proceedings of meetings and prepares official minutes as assigned
- Works with and supports other village staff
- Sends notices of Board action to all affected individuals or businesses
- Reviews, revises, and drafts ordinances and resolutions with the assistance from the Village Attorney and/or Clerk/Treasurer
- Maintains confidentiality, custody, and care of all Village papers, records, and correspondence
- Maintains routine day to day operations of Village Clerk's office
- Provides professional advice and input to Village Board of Trustees upon request
- Serves as a liaison between the public and elected officials

Other Duties and Responsibilities:

- Acts as liaison with neighboring municipalities and County officials
- Represents the Village in dealing with other governmental bodies, as directed by Clerk/Treasurer and/or Village Board of Trustees, i.e. Federal, State, County as well as promote goodwill and public relations (customer service) between the Village and the public.
- Keeps the Village Clerk/Treasurer informed of changes, opportunities, and problems of a developmental, operational, or financial nature
- Attends necessary training, seminars, and maintains required certifications
- Plans and provides recommendations for appropriate opportunities within the village
- Assists and supports Village President, Trustees, Department Heads, and all employees with information or reports as requested
- Perform other duties and responsibilities as may be requested by the Clerk/Treasurer or Village Board of Trustees

Community Center

- Schedule and coordinate rentals
- Order and maintain all supplies and services
- Process all payments and expenses

Utility Clerk:

- Prepares monthly utility billings and related transactions
- Utility records management and billing management, including entering quarterly meter readings and interim final billings, printing utility bills and reports, and mailing utility bills.
- Proper receipting and posting penalty late charges to utility accounts
- Process Water Utility and Sewer Utility reports, statements, mailings, work orders, and paperwork for Public Works Director, providing general Utility clerical assistance as requested

Licenses and Permits:

- Assists and supports the issuance of municipal licenses and permits, including animal, liquor, and various regulatory licenses as assigned in accordance with applicable Village Ordinances and other regulations.
- Maintains a record of all licenses and permits approved and granted by the Village Board.
- Process all dog licenses in the Village, work with the Marshal's office for compliance and handling complaints; maintain dog reconciliation in the Spring and Fall of each year
- Work with Building Inspector to issue and maintain village building permits

Elections:

- Administers, coordinates, assists in supervising, and conducting all Village elections
- Attends necessary training, seminars, and maintains required certifications to conduct elections as required by Clerk/Treasurer
- Prepares the election facility per State law and helps maintains all pre and post-election files
- Performs required pre-election testing of electronic voting equipment to insure proper functioning
- Publishes required election notices
- Interface with Clerk/Treasurer to assure all eligible voters are able to cast a ballot and have that ballot counted in accordance with state election law

Accounting and Tax Collections:

- Analyses special projects, revenues, expenses, and generate progress reports as requested
- Assists in the maintenance of all accounting records and supporting documentation
- Ability to operate the program the Village uses for utility billing and accounting (Workhorse)
- Collects all fees, rents, and other revenues and prepares deposits. Never accepts cash without giving a receipt whether ask for one or not.
- Serves as Alternate Clerk for the Board of Review.
- Mails tax statements, collects taxes, assists Clerk/Treasurer in tax collection

Personnel:

- Maintain current mandated State and Federal labor posting requirements.
- Assists Department Heads, when asked, to set up necessary training to maintain and improve their job-related knowledge and skills and maintain required certifications for jobfunctions

Minimum Experience and Qualifications:

- High School Diploma or Equivalent, Associate Degree preferred
- Valid Driver's License
- Previous experience in municipal government or two years' experience in clerical operations, policies, legislative functions or a combination of education and experience that provides equivalent knowledge, skills, and abilities

Additional Information:

- This position requires a great deal of diplomacy in working with a variety of individuals who compromise a seven (7) member board, individuals on committees, department heads, fellow employees, contracted individuals, state employees, and other professionals engaged by the Village for services as well as the general public.
- This position performs a major role in responsible communication, receiving and responding openly and positively to the public.

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113 Dougherty Court | Ridgeway, WI 53582

To: Board of Trustees
RE: Upcoming Training
From: Hailey Roessler, Elections Clerk/Deputy Clerk

March 5, 2021

May 2021 – WTA/LGE Spring Town Official Workshops – SAVE THE DATE

The Wisconsin Towns Association and the Local Government Education Program will be holding a virtual Workshop for Wisconsin Town officials and staff. Registration information will be out soon. Topics include guidance for newly elected and continuing town officials on road management, zoning, budget and finance basics, capital improvement planning, open meetings, public records, ethics, and more. Each topic is presented on two separate dates:

May 10-14, 9:00-11:30 a.m.

May 17-21, 1:00-3:00 p.m.

Annual Case Law and Legislative Update - May 4, 2021; 10:30 am to 12:00 noon; \$20.00
Planning law is constantly changing. This program reviews recent court decisions and legislation from the past year affecting planning and land use in Wisconsin.
Presented by Professor Brian Ohm, J.D., Department of Planning and Landscape Architecture, UW-Madison and UW-Madison Division of Extension.
American Institute of [...]

You may view the latest post at

<https://localgovernment.extension.wisc.edu/annual-case-law-and-legislative-update/>

Civility and Diversity - April 1, 2021; 10:00 am to 11:30 am; \$20.00

Civility and Diversity are two essential cornerstones to effective local government. Diversity ensures that all voices are at the table and Civility provides the basis for all voices to be heard. Together, they help local governments to make reasoned, rationale and effective decisions [...]

You may view the latest post at

<https://localgovernment.extension.wisc.edu/civility-and-diversity-save-the-date/>



113 Dougherty Court | Ridgeway, WI 53582

Board of Review Training 2021

March 2021 Update

UW -Madison Division of Extension Local Government Education, the Wisconsin Department of Revenue (DOR), the Wisconsin Towns Association and the League of Wisconsin Municipalities are again partnering to develop the Board of Review (BOR) training you will need in 2021. A new How to Conduct a Board of Review Hearing video and updated materials are in final production currently in development. Pre-order your video and materials for mid to late March delivery by clicking here.

Training You Need for 2021

The BOR is a panel of local officials whose job it is to hear property owners' objections to their tax assessments. For 2021 Wisconsin Law requires that at least one member of the BOR obtain a Wisconsin Department of Revenue-approved training within two years of the BOR's first two-hour meeting. It is recommended that all BOR members be trained, but the law requires only at least one member to do so. (Wis. Stats. §70.46(4) & 73.03(55).)The Department of Revenue requires taking the current program and will not certify attendance at training using materials or content dated before 2021. This is to ensure BOR members learn the best and most up-to-date information.

2022 Changes to Board of Review Training Requirements

Legislation passed February 18, 2021, by the Wisconsin Legislature will require that the Board of Reviews have at least one member trained by DOR approved training each year. This law will take effect January 1, 2022, and does not affect 2021 Board of Review training requirements.

Find the Training You Need

The 2021 BOR video training provides instruction on How to Conduct a Board of Review Hearing. Each video order comes with informative materials, including the exam and affidavit that must be filed with the clerk to meet the certified training required by Wisconsin law.

Because each course contains updated and revised content, BOR videos or materials dated before 2021 may not be used to meet the 2021 Board of Review training requirement.

Village Board of Review Training on File: Hailey Roessler, Clerk; March 12, 2020
Rick Short; September 2016

FYI - Village practice was already compliant with the new law. Clerk attends one year and a Trustee the following year and so on.



Community Electronic Recycling Event _____, 2021

Desktop Computers . . . \$____.00 each

Laptop Computers . . . \$____.00 each

Desktop Printers . . . \$____.00 each
(Including printers combined with fax, scanners, and copiers.)

Fax machines, copiers, and scanners \$____.00 each

TVs, and Computer Monitors (CRT – tube type)

- 17” or less . . . \$____.00 each
- 17” to 30” . . . \$____.00 each
- 31” to 35” . . . \$____.00 each
- Over 35” . . . \$____.00 each

TVs, and Monitors (flat screen)

- 17” or less . . . \$____.00 each
- 17” to 30” . . . \$____.00 each
- 31” to 42” . . . \$____.00 each
- Over 42” . . . \$____.00 each

Computer Peripherals . . . \$____.00 each

(Including keyboards, mice, hard drives, Speakers, flash drives, external modems, and other devices)

DVD players, VCRs, and DVRs . . . \$____.00 each



February 11, 2021

Village of Ridgeway
113 Dougherty Court
Ridgeway, WI 53582

RECEIVED
FEB 16 2021
VILLAGE OF RIDGEWAY

**Re: Cardinal-Hickory Creek Transmission Line Project –
CDL-HKR1240**

Dear Property Owner:

ATC is proceeding with activities for a new electric transmission line between the Cardinal Substation in Dane County, Wisconsin and the Hill Valley Substation in Grant County, Wisconsin. The route for the transmission line crosses your property.

Survey and design activities have been underway over the last several months, and the next step in the process is completion of an appraisal. The purpose of the appraisal is to value the easement rights that will be acquired from your property. The valuation is necessary to estimate the compensation owed to you for the rights acquired. ATC has hired appraisal firms to complete this task, and sometime over the next few months a representative from one of these firms will contact you:

- Compass Land Consultants, Inc.
- Metropolitan Appraisal, LLC
- Rolling & Barnes, LLC

The appraiser will contact you directly by mail or phone, and you will have the opportunity to provide comments to the appraiser and to accompany the appraiser on an inspection of your property. The appraiser would appreciate access to your property and a response to their letter or phone call so they have the opportunity to talk with you as they conduct their work.

After the appraisal is complete, I will submit an offer to you for ATC's acquisition of the needed easement rights. The offer will be based on the appraisal and a copy of the appraisal will be included in the offer. If you would like to connect by phone or email to further discuss anything related to the project, my contact information is listed below.

Sincerely,

Joan M. Miller

HDR Engineering, Inc.
701 Xenia Avenue S, Suite 600
Minneapolis, MN 55416

612.715.7226
joan.miller@hdrinc.com

Tower With Ghost Logo
Main Street Side Only



From: Vlad Vushaj <vlad.vushaj@sevenbrotherspainting.com>
Sent: Tuesday, February 16, 2021 8:56 AM
To: Mark Doyle
Cc: Stan King; Bart Nies; Lori Phelan; clerk@villageofridgeway.com; Jon Steen
Subject: RE: Elevated Steel Spheroid Repainting and Repairs - Ridgeway Water Tower

Mark / Team,

Apologies on the delayed response. There is no cost change for this request. Please let us know once a decision has been finalized by the Village. Thank you.



Vlad Vushaj

vlad.vushaj@sevenbrotherspainting.com
50805 Rizzo Drive, Shelby Twp, MI 48315
Direct: (586) 323-7054 xt 1005
Video Call: <https://sevenbrothers.onsip.com/vlad>
Mobile: (586) 719-6083
Fax: (586) 330-9693

From: Mark Doyle <DoyleM@delta3eng.biz>
Sent: Monday, February 15, 2021 2:37 PM
To: Vlad Vushaj <vlad.vushaj@sevenbrotherspainting.com>
Cc: Stan King <Stan@delta3eng.biz>; Bart Nies <NiesB@delta3eng.biz>; Lori Phelan <admin@villageofridgeway.com>; clerk@villageofridgeway.com; Jon Steen <president@villageofridgeway.com>
Subject: Elevated Steel Spheroid Repainting and Repairs - Ridgeway Water Tower

Vlad,

As per our phone conversation last week, attached please find a PDF of the proposed lettering and logo on the Ridgeway Water Tower. The one-foot wide painted bands as originally bid have been removed. Furthermore, the Village has decided add a ghost logo on one side (Main Street side) of the tower as shown in the attachment. The lettering is still planned for 5' high as bid. Please let me know if there will be any additional cost for removing the bands as originally bid and providing the ghost logo as shown in the attachment.

Please respond to this e-mail with an acknowledgment of receipt. Thank you.

If you have any questions or need further information, please feel free to contact me at (608) 348-5355. Thank you.

Have a great day!

Mark Doyle
Civil Engineer



Platteville Office:
875 S. Chestnut Street
Platteville, WI 53818
Office: 608-348-5355
Fax: 608-348-5455

Dubuque Office:
898 Jackson Street
Dubuque, IA 52001
Office: 563-542-9005

CONFIDENTIALITY NOTICE: This message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message. Thank you.

RECEIPT of the NOTICE OF THE AWARD is hereby acknowledged:

Contractor: Seven Brothers Painting, Inc.

Authorized Signature

By: _____

Title: _____

Date: _____

Copy: Engineer

Contractor: L.W. Allen, LLC

Authorized Signature

By: _____

Title: _____

Date: _____

Copy: Engineer

James Orr Coating Inspection LLC
Proposal
Rehab and Coating Inspection Proposal
150,000 Gallon Sphere, Village of Ridgeway

The proposal agreement between James Orr Coating Inspection LLC and Village of Ridgeway (Owner) will contract with James Orr Coating Inspection LLC for technical services and coating inspection service for the above referenced project.

BASIC AGREEMENT:

James Orr Coating Inspection LLC shall provide updated technical specifications, pre-construction meeting, project administration, field coating inspection, warranty inspection and warranty corrective phase. Compensation for the services, fees shall not exceed Seventeen Thousand Nine Hundred dollars (\$17,900.00).

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

SCOPE OF SERVICES

Pre-Construction Meeting, AWS/CWI Weld Inspection, Field Coating Inspection, per schedule A.

SIGNATURES

JAMES ORR _____ 2/1/2021
Proposed by JOCI

[Signature] _____ Village President 2-9-21
PROPOSAL APPROVED BY OWNER POSITION DATE

[Signature] _____ Clerk Treasurer 2-9-21
CO-SIGNATURE (IF REQUIRED) POSITION DATE

James ORR _____ 2/12/21
SIGNATURE OF JAMES ORR DATE