

Employee Timecard - Hourly Distribution Report

Report Date: 08/15/2022

08/08/2022 - 08/14/2022 [7 days]

Report Time: 8:12:32 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
08/08/2022 Mon	205 [POP]	01:30PM*	05:30PM*	4.00	4.0000000	
08/09/2022 Tue	205 [POP]	02:00PM*	12:30AM*	10.50	10.5000000	
08/10/2022 Wed	204 [POV]			8.00	8.0000000	
08/11/2022 Thu	205 [POP]	09:00PM*	01:00AM*	4.00	4.0000000	
08/13/2022 Sat	205 [POP]	04:00PM*	08:30PM*		4.5000000	
	205 [POP]	10:00PM*	01:00AM*	7.50	3.0000000	

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					82.00		8.00		74.00
3 [SICK]									135.00
6 [FH]									8.00
204 [POV]	1[UNUSED]	8.00		8.00					
205 [POP]	1[UNUSED]	26.00		26.00					
TOTALS		34.00		34.00	82.00		8.00		217.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
 Employee Signature

X _____
 Supervisor Signature

Employee Timecard - Hourly Distribution Report

Report Date: 08/22/2022

08/15/2022 - 08/21/2022 [7 days]

Report Time: 8:24:35 AM

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
08/15/2022 Mon	205 [POP]	03:00PM*	12:00AM*	9.00	9.0000000	
08/16/2022 Tue	201 [POW]	02:59PM	12:38AM	9.75	9.7500000	
08/18/2022 Thu	205 [POP]	03:00PM*	12:00AM*	9.00	9.0000000	
08/19/2022 Fri	205 [POP]	09:00AM*	11:00AM*	2.00	2.0000000	
08/20/2022 Sat	205 [POP]	02:00PM*	12:30AM*	10.50	10.5000000	
08/21/2022 Sun	208 [PADJ]			-2.25	-2.2500000	

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									74.00
3 [SICK]									135.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	9.75		9.75					
205 [POP]	1[UNUSED]	30.50		30.50					
208 [PADJ]	1[UNUSED]	-2.25		-2.25					
TOTALS		38.00		38.00					217.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - Hourly Distribution Report

08/08/2022 - 08/14/2022 [7 days]

AD002 [ROESSLER, HAILEY]					
Employee ID	AD002	DEPT(G2)	AD	Pay Policy	500
Pay Type	3	Last Name	ROESSLER	First Name	HAILEY

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/08/2022 Mon	501 [TRW]	08:12AM	12:03PM		3.7500000	
	501 [TRW]	12:28PM	04:34PM		4.0000000	
	501 [TRW]	06:27PM	06:46PM	8.00	0.2500000	
08/09/2022 Tue	501 [TRW]	06:30AM*	12:00PM*		5.5000000	
	501 [TRW]	01:00PM*	10:38PM	15.25	9.7500000	
08/10/2022 Wed	501 [TRW]	09:23AM	04:31PM	7.00	7.0000000	
08/11/2022 Thu	501 [TRW]	08:00AM*	02:30PM*		6.5000000	
	501 [TRW]	03:00PM*	04:48PM*	8.25	1.7500000	
08/12/2022 Fri	501 [TRW]	08:08AM*	12:14PM	4.00	1.5000000	2.5000000

Summary - AD002 [ROESSLER, HAILEY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									21.25
3 [SICK]									50.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	40.00	2.50	42.50					
TOTALS		40.00	2.50	42.50					79.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

Hailey Roessler
 Employee Signature

X _____
 Supervisor Signature

8/8/22 - Weekly Timesheets; Gen Corresp.; SAL; Insurance Renewal; mtg Prep; Election Prep; Doc File Retention/Organizational State for Dist.

8/9/22 - Partisan Primary - Voter Registration; Absentee Processing; Pollworker Assist; Gen Corresp; Curbside Voting;

8/10/22 - Election Wrapup / Data Entry; Materials to County Comm Ctr Construction

8/11/22 - Comm Ctr Const. Page 1 Financial Mgmt Plan/Meetw/ Dave Ehlers; Budget Prep, BOT Agenda

8/12/22 - BOT Agenda; staff Meeting; Deposit/Week Wrapup

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AD002 [ROESSLER, HAILEY]					
Employee ID	AD002	DEPT(G2)	AD	Pay Policy	500
Pay Type	3	Last Name	ROESSLER	First Name	HAILEY

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/15/2022 Mon	501 [TRW]	07:56AM	12:10PM	8.00	4.2500000	
	501 [TRW]	12:46PM	04:30PM		3.7500000	
08/16/2022 Tue	501 [TRW]	08:00AM*	01:00PM	12.75	5.0000000	
	501 [TRW]	01:30PM*	04:48PM*		3.2500000	
	501 [TRW]	06:00PM*	10:30PM*		4.5000000	
08/17/2022 Wed	501 [TRW]	08:10AM*	12:30PM*	7.75	4.2500000	
	501 [TRW]	01:07PM*	04:30PM		3.5000000	
08/18/2022 Thu	501 [TRW]	08:02AM	12:03PM	7.75	4.0000000	
	501 [TRW]	12:45PM*	04:36PM*		3.7500000	
08/19/2022 Fri	501 [TRW]	08:07AM*	12:03PM	4.00	3.7500000	0.2500000

Summary - AD002 [ROESSLER, HAILEY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									21.25
3 [SICK]									50.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	40.00	0.25	40.25					
TOTALS		40.00	0.25	40.25					79.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

Hailey Roessler
Employee Signature

X _____
Supervisor Signature

General: Correspondence - Phone, Email, Community Center Construction
 8/15/22 - Timesheets/HR; Invoice Entry/AP; EE Review Forms/Scheduling;
 BOT Mtg Posting + Prep; Police Budget; Utility Direct Pay.
 8/16/22 - Rental Coord.; Staff Comm.; Board Mtg Prep; Election Worker
 Payroll; SAC; DNR Stewardship Grant; Downtown
 Development; Alliant Energy Sched.; FOE/Lighting;
 Frontier Help Tix; 2021 Inf. Imp/Doyle Site Visits; Checks
 8/17/22 - BOT Mtg wrap up - checks; contracts, Minutes; Tree Plan;
 AP Posting; Act Payments, 2023 Budget
 8/18/22 - Resident letter (Legal); Lighting; '23 Budget
 8/19/22 - To/From County w/ Recount Materials; Deposit; HR; '23 Budget

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Report Time: 8:12:32 AM

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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/08/2022 Mon	511 [CW]	08:01AM	03:05PM	7.00	7.0000000	
08/09/2022 Tue	511 [CW]	08:00AM	03:00PM	7.00	7.0000000	
08/10/2022 Wed	511 [CW]	07:56AM	03:02PM	7.00	7.0000000	
08/11/2022 Thu	511 [CW]	08:00AM	03:01PM	7.00	7.0000000	
08/12/2022 Fri	511 [CW]	07:59AM	12:00PM	4.00	4.0000000	

Summary - AD003 [JOHNSON, MAGGIE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									46.50
3 [SICK]									44.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	32.00		32.00					
TOTALS		32.00		32.00					98.50

Water Admin = 3 Sewer Admin = 3 Dep Clerk = 26

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x 
Supervisor Signature

General: Utility Payments

Monday: Park & rec. minutes, trash can research, cleaned men & women's bathrooms, community movie

Tuesday: Election day, community movie, Halloween

Wednesday: Itinerary Development & Marketing Workshop, LED Sign research

Thursday: created new utility account, Halloween, exhibition post, alumni game post,

Friday: updated Village calendar, exhibition game post, Halloween

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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/15/2022 Mon	511 [CW]	07:59AM	03:00PM	7.00	7.0000000	
08/16/2022 Tue	511 [CW]	08:00AM	03:00PM	7.00	7.0000000	
08/17/2022 Wed	511 [CW]	08:00AM	03:00PM	7.00	7.0000000	
08/18/2022 Thu	511 [CW]	08:00AM	03:45PM*	7.75	7.7500000	
08/19/2022 Fri	511 [CW]	08:01AM	12:02PM	4.00	4.0000000	

Summary - AD003 [JOHNSON, MAGGIE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									46.50
3 [SICK]									44.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	32.75		32.75					
TOTALS		32.75		32.75					98.50

Water Admin = 2 Sewer Admin = 2 Parks = 5 Dep Clerk = 23.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x 
Supervisor Signature

General: Utility Payments
 Monday: Gator bags, noxious weed notices, Halloween / community movie
 Tuesday: outdoor LED sign research, crime & deterrence class
 Wednesday: ICHS training communication, helped Jeff & Tanner w/ ~~Google~~ Google calendar
 Halloween / comm. movie, dog park tree research
 Thursday: Halloween, connect communities, dog park, met with DRH & Tanner for the dog park
 Friday: Halloween, dog park

Employee Timecard - Hourly Distribution Report

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Report Time: 8:12:32 AM

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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/08/2022 Mon	601 [WAW]	06:08AM	08:49AM		2.5000000	
	301 [SEW]	09:33AM	03:10PM	8.25	5.7500000	
08/09/2022 Tue	601 [WAW]	06:19AM	03:30PM	8.75	8.7500000	
08/10/2022 Wed	301 [SEW]	06:53AM	03:23PM	8.00	8.0000000	
08/11/2022 Thu	601 [WAW]	06:27AM	03:19PM	8.25	8.2500000	
08/12/2022 Fri	301 [SEW]	06:20AM	03:25PM	8.75	6.7500000	2.0000000
08/13/2022 Sat	601 [WAW]	07:17AM	09:17AM*	2.00		2.0000000
08/14/2022 Sun	301 [SEW]	07:00AM	09:00AM*	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]									124.00
3 [SICK]									237.75
6 [FH]									3.50
301 [SEW]	1[UNUSED]	20.50	4.00	24.50					
601 [WAW]	1[UNUSED]	19.50	2.00	21.50					
TOTALS		40.00	6.00	46.00					365.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Jeff Brindley*
Employee Signature

x _____
Supervisor Signature

	Reg	O.T	Total
Water -	19.5	2.0	21.5
Sewer -	20.5	4.0	24.5
			<u>46</u>

Water Sampling, Meter Install, water and Sewer Maint.
Site visit Town & Country Engineers W.W. Treatment plant.

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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/15/2022 Mon	301 [SEW]	06:17AM	03:30PM	8.75	8.7500000	
08/16/2022 Tue	601 [WAW]	06:17AM	07:13AM		1.0000000	
	301 [SEW]	10:07AM	03:30PM		5.5000000	
	601 [WAW]	06:13PM	10:05PM	9.75	3.2500000	
08/17/2022 Wed	301 [SEW]	06:22AM	03:23PM	8.75	8.7500000	
08/18/2022 Thu	601 [WAW]	06:55AM	03:31PM	8.00	8.0000000	
08/19/2022 Fri	301 [SEW]	06:38AM	12:54PM	5.75	4.7500000	1.0000000
08/20/2022 Sat	601 [WAW]	07:22AM	09:22AM*	2.00		2.0000000
08/21/2022 Sun	301 [SEW]	07:31AM	09:31AM*	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]									124.00
3 [SICK]									237.75
6 [FH]									3.50
301 [SEW]	1[UNUSED]	27.75	3.00	30.75					
601 [WAW]	1[UNUSED]	12.25	2.00	14.25					
TOTALS		40.00	5.00	45.00					365.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Jeff Brindley
Employee Signature

x _____
Supervisor Signature

	Reg.	O.T	Total
Water -	15	2	17
Sewer -	25	3	28
			<u>45</u>

Water sampling, Meter, installs, water, sewer maint.

Employee Timecard - Hourly Distribution Report

Report Date: 08/15/2022
Report Time: 8:12:32 AM

08/08/2022 - 08/14/2022 [7 days]

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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/09/2022 Tue	401 [STW]	08:19AM	04:02PM	7.75	7.7500000	
08/10/2022 Wed	401 [STW]	08:45AM	12:00PM*		3.2500000	
	401 [STW]	12:30PM*	02:35PM*	5.25	2.0000000	
08/11/2022 Thu	401 [STW]	08:24AM	12:20PM*		3.7500000	
	401 [STW]	01:00PM*	03:31PM*	6.25	2.5000000	
08/12/2022 Fri	401 [STW]	08:18AM	11:19AM	3.00	3.0000000	

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	22.25		22.25					
TOTALS		22.25		22.25					

Fac Maint = 9

Streets = 13.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Harold Johnson
Employee Signature

x Hailey Roessler
Supervisor Signature

Tues 8/9 Fixed Hallway door bell, fixed Toilet in Golden room, Mowed Home Talent Club, mowed along HHH, Mowed fire station & Cornelia way lot

Wed 8/10 Mowed buy Welcome sign at east end, Mowed ditches along HHH, Mowed two end lots of Cornelia way, Mowed Potation pond, Mowed across from Bodger Mart

Thurs 8/11 Mowed across from church & lumber yard stop Mowed next to Bodger Mart, Mowed community center & play ground

Fri 8/12 Mowed part of fact + around Volleyball area staff meeting

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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/15/2022 Mon	401 [STW]	08:17AM	12:30PM*	6.25	4.2500000	
	401 [STW]	01:30PM*	03:36PM*		2.0000000	
08/16/2022 Tue	401 [STW]	08:18AM	12:30PM*	7.00	4.2500000	
	401 [STW]	01:15PM*	04:02PM*		2.7500000	
08/17/2022 Wed	401 [STW]	08:20AM	03:40PM	7.50	7.5000000	
08/18/2022 Thu	401 [STW]	08:03AM	12:56PM	5.00	5.0000000	
08/19/2022 Fri	401 [STW]	08:26AM	12:36PM	4.00	4.0000000	

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	29.75		29.75					
TOTALS		29.75		29.75					

Parks - 8 Streets - 20 Fac Maint = 1.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Harry Johnson
Employee Signature

x Hailey Rossen
Supervisor Signature

Mon 8/15 got weed sprayer ready, sprayed both ball diamonds
 Tues 8/16 put up signs on ball park fences from spraying
 Mowed west end of town, mowed corners on Lovel +
 South streets, mowed across from church + volleyball
 area
 Wed 8/17 mowed along HHH + Welcome sign at east end.
 Mowed park
 Thurs 8/18 put new sheet on mower, mowed fair ground, next to
 Budget Mart + across, lamp house on road +
 + village green
 Fri 8/19 measured signs for painter, weed eaten at park
 + around town

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Report Time: 8:12:32 AM



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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/08/2022 Mon	401 [STW]	06:53AM	03:31PM	8.00	8.0000000	
08/09/2022 Tue	401 [STW]	06:57AM	03:31PM	8.00	8.0000000	
08/10/2022 Wed	401 [STW]	07:02AM	03:34PM	8.00	8.0000000	
08/11/2022 Thu	401 [STW]	06:51AM	03:33PM	8.00	8.0000000	
08/12/2022 Fri	401 [STW]	06:57AM	03:30PM	8.00	8.0000000	

Summary - SP002 [CULLEN, TANNER]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									53.25
3 [SICK]									132.75
6 [FH]									8.00
401 [STW]	1[UNUSED]	40.00		40.00					
TOTALS		40.00		40.00					194.00

4 hrs park Dept.
36 hrs streets Dept.

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Tanner Cullen

x _____

Employee Signature

Supervisor Signature

8/8 (8 hrs streets)

8/9 pushed brush pile up along with compost pile.

Burned brush pile. Patched small hole between gutter and storm drain at Richard and Kirby Street. (8 hrs streets)

8/10 Sand patched potholes. Cleaned area where we store sand patch and gravel. (8 hrs streets)

8/11 picked up peterbilt from premier coop sand patched potholes. (8 hrs streets)

8/12 Cleaned restocked park bathrooms. Emptied trash cans, picked up loose garbage. (4 hrs parks) (4 hrs streets)

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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
08/15/2022 Mon	401 [STW]	06:59AM	03:31PM	8.00	8.0000000	
08/16/2022 Tue	401 [STW]	06:53AM	03:33PM		8.5000000	
	401 [STW]	06:45PM	10:08PM	11.50	3.0000000	
08/17/2022 Wed	401 [STW]	07:00AM	03:33PM	8.00	8.0000000	
08/18/2022 Thu	401 [STW]	06:54AM	03:51PM	8.25	8.2500000	
08/19/2022 Fri	401 [STW]	06:52AM	03:33PM	8.00	4.2500000	3.7500000

Summary - SP002 [CULLEN, TANNER]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									53.25
3 [SICK]									132.75
6 [FH]									8.00
401 [STW]	1[UNUSED]	40.00	3.75	43.75					
TOTALS		40.00	3.75	43.75					194.00

17.25 hrs parks
26.50 hrs streets

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Tanner Cullen

x _____

Employee Signature

Supervisor Signature

8/15 8hrs streets

8/16 8.50hrs streets 3hrs Board meetings

8/17 Went to Farm and Fleet for lights for park shelter.
7hrs streets 1hr parks Dept.

8/18 Replaced bulbs at the park. Found 4 bad light sockets. Cleaned and restocked park bathrooms.
met with DRH Fence @ 3pm. 8.25 parks Dept.

8/19 Cut and removed trees and brush along Stonier Lane and dog park. 8hrs parks Dept.