

ADMINISTRATIVE ASSISTANT REPORT

August 2016

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08/19/2016

1. MISCELLANEOUS:

- a. There is a WTA/UW-Ex workshop to be held in Cable Tuesday, September 20th. The notice was in everyone's WTA magazine. Is anyone interested in attending? If so, please let me know. I plan to attend as some it deals with budgeting, payroll & finance and is always good for a bit of a refresher.
- b. Just a reminder that we have three Board Member Training Videos and two Clerk & Treasurer Training Videos from the Wisconsin Towns Association. We have a checkout system and the CDs appear to have a wide variety of important subjects. The Town also enrolled in the WTA on-line video library, so everyone has access to the WTA training and information videos.
- c. Waggie has been the contact person dealing with all the rentals of Town property – Rec Center, shelters at Joni's & BBTP, as well as the Non-Motorized Vessels. We really appreciate that she has taken this on when the rentals & permitting first started and continues to do so, with all the phone calls and inquires that come in.
- d. Just a reminder that Labor Day is Monday, September 5th and the Town Hall will be closed and will kick off the start of the budget process.
- e. Waggie and I have used up our 2015 vacation – thank you for the extension.
- f. I really appreciate that Lisa is also a Notary – it will certainly take some of the burden off by having more than one notary at the Town Hall.

2. TAXES:

- a. The August tax collection settlement has been received from Ashland County and will be deposited. The two bank loans payments were made to Bremer – one on the 15th and the larger loan payment was made on 17th.
 1. It has been a bit of extra work this summer not having a bank on the island.
- b. Everyone has received the 2016 Equalization Report from the Department of Revenue. This report may be needed to complete the two exemptions from County Levy that I need to draft for the Town Board meeting.
 1. The Library Exemption is an annual one filed with Ashland County.
 2. The second is that special Exemption From Levy (70.62(4)) for shared services with Ashland County which was attempted once, Ashland County denied it, and the next remedy was the Town to file in Circuit Court. The Town Board had decided to have dialog with Ashland County regarding shared services, assistance from Ashland County, etc. instead of filing in court. I will not be drafting this exemption for the September 1st due date.

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3. FINANCIALS:

- a. Ted, Carey & I will begin working on the 2017 Responsible Unit Grant (RUG) Application (recycling) shortly. This grant application is due to the Dept. of Natural Resources (WI DNR) by October 1st and reports the estimated financial costs and revenues of the recycling program.
- b. The on-site portion of the audit for the year ending 12/31/2015 was pretty much completed this week. I have a few items to finish up for them. The auditors will be preparing the DRAFT audit report. The Discussion & Analysis will be re-written to make the more “user friendly”. It will be presented it to the Town Board for approval. Once this is approved, it will be incorporated into the final audit report.
- c. There were no approved 20156 Budget Transfers to be done this month, other than \$20,000 into the Compensation Fund (done earlier this year), and \$10,000 into the Winter Transportation Designated Fund (to be done later this fall).
- d. 2017-2019 budget information and worksheets have been started. I'll be dedicating my time starting now through the first two weeks in September towards.
- e. I'll be billing Ashland County Highway for County H upkeep and maintenance for 01/01/2016-06/30/2016.
- f. Ashland County Zoning has paid the billed 2nd Qtr. POWTS/Zoning of \$1,625.00 (\$6,500 / 4 qtrs. = \$1,625).

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk