

ADMINISTRATIVE ASSISTANT REPORT
December 2014

12/19/14

1. **TAXES:**

- a. The calculations of the Statement of Assessment & tax levies for the tax roll were done and faxed to Bill Metzinger. Micaela has completed the Statement of Taxes and submitted to Ashland County & the various state departments.
- b. Carol mailed the tax bills out before the deadline, using the Ashland County Tax Collection software.
- c. The increase of the Town's tax levy was equal to the WI Department of Revenue's allowable levy limit (adjusted for debit service). The worksheet providing the approved levy was sent to the DOR.

2. **FINANCIALS:**

- a. Parking ticket reminders, general billings have been sent out in last week.
- b. **Budget Amendment:** Some departments have some individual account line items which are over budget and need to find funds within their budget and some departments total 2014 budgets appear to be over budget, and need to find funds within their designated funds to cover their over expenditures, as the general budget doesn't really have any room for adjustments to off-set expenditures. Budget Amendment #2014-05 will reflect these that can be off-set within a department, as well as the 2015 transfer from Designated Funds into the General Fund.

3. **MISCELLANEOUS:**

- a. The Town Hall will be closed Weds, Dec 24th and Thursday, Dec. 25th as well as Thurs, Jan 1st (New Year's Day).
 1. 12/22-12/24 is a payroll week, and due to the holidays, payroll must be processed in its entirety, Tues, Dec 23rd, the same day as the TB meeting so Monday & Tuesday will be very hectic.
- b. The request for the Town's Worker's Comp policy (01/01/14-12/31/14) will be arriving shortly. I'm assuming that it will be a self-audit. This will require me to submit the Town's employees wage & job categories, as well as the sub-contractor's report. This entails sending the Worker's Comp insurer a listing of all sub-contractors (subs) used by the Town in the policy period, the amount paid to each, a copy of the sub's Worker's Comp policy (if the Town has one on file) and other information.
- c. The 2015 Wage Resolution has been drafted for the 12/23/2014 Town Board meeting, including the Library wage rates. Since wage & compensation changes varied from 0% to 11.1% increase, I had a question as to how to report the various increases that the Town Board has approved – Cost of Living Adjustment (COLA), merit and or an increase to bring to wage up to an accepted level, or a combination.
- d. The Winter Transportation Agreements have been sent to be signed by the MIFL & Bayfield School. As soon as they do, they will be "billed" for their \$10,000 share for the 2014-2015 operating season. The Town's share was transferred last month into the Winter Transportation Designated Fund.

4. **GRANTS:**

- a. **Big Bay Town Park WI DNR:** All expenses (labor, equipment, subs. & purchases) have been allocated to the four (4) WI DNR grants. The WI DNR is requiring a daily breakdown of labor, equipment and hauling, and will not accept the Town's equipment cost of WI DOT + 25%, so I am starting the process of refiguring and reporting all the transactions for each of the grants. The adjusted totals for each of the grants won't be known until done with the daily itemization and recalculation of equipment rates.
- b. **Invasive Species/MIWP/WI DNR:** The Madeline Island Wilderness Preserve (MIWP) has submitted documentation to the WI DNR and MIWP is expecting reimbursement any day. MIWP is hoping to send the \$17,xxx to the Town shortly.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk