

ADMINISTRATIVE ASSISTANT REPORT

September 2010

Page 1 of 2

09/27/2010

1. FINANCIALS:

- a. The \$90,400 in various budget transfers (funds from the General Fund to be placed into the Designated Funds) included in 2010 Budget was done the end of August 2010 and reflected in the August Budget reports. .
- b. 2011 Budget worksheets have been prepared handed out to the department heads/committees, along with supporting documentation, benefit information, designated funds accounting, etc.
- c. Hagen Road Bike Lane reimbursement requests to the State of WI DNR & WI DOT have all been done (#1-#3). The DNR requests have been paid and the WI paid request #1. They requested that the submitted requests #2 & #3 be combined and resubmitted, which was done. Payment should arrive any day. A final request will be submitted to DNR for Ashland County engineering work done, and misc town expenses. These expenses didn't appear to have been discussed, but I'll submit reimbursement and see what happens.
- d. Next to be worked on will be the Cty H for 01/01/10-06/30/10. Parking ticket and false alarm letters & billings have been sent out.
- e. General misc. billing, and Ambulance billing have gotten moved further down the "to do" list. Ambulance billings and insurance claims are taking more and more of my time and Mary Ross has been researching outside firms to take over the billings.
- f. The Fire Department Raffle has been a learning opportunity with regards to IRS & WI DOR reporting & tax withholding requirements. I've given a memo to the Fire Dept. & Ambulance Service regarding these requirements, in chance they'd like to make changes for the future.

2. GRANTS:

- a. **RUG 2011:** Ted is gathering his figures for the MRF's 2011 Annual Recycling Unit Grant application. We'll be compiling the figures and submit it to the WI DNR by the Oct. 1st, 2010 deadline. This grant application reflects what budgetary expenses and revenues will be for recycling in 2011. A reporting of the actual revenues and expenses for the previous year is due in April of each year.
- b. I'll be sending Maitland, Singler & Van Vlack a letter asking them for an audit proposal for the year ending 12/31/2010.
- c. Alternative Energy Committee final funding from Focus On Energy (FOE) grant of \$10,000 has arrived and put into their Designated Fund.
- d. I'll soon be able to complete the necessary documents and copying to request reimbursement from Assistance to Fire Fighters Grant (AFG) for the radio upgrade project.
- e. The Fire Dept. also received a grant from US Dept. of Interior/Rural Fire Fighting for tools and supplies. The reimbursement request should be sent in by the first week of October.
- f. I haven't been able to put together any paperwork together for a request to the Island Association for Joni's Beach.

3. MISCELLANEOUS:

- a. You have received notices of upcoming ETNs and training sessions. If you are interested in attending any, please let me know so I can process the enrollments.
- b. Please remember to take a glance at the yellow “**Town Board FYI**” folder. This folder contains correspondence, committee minutes etc. that have not been copied to each Town Board member, in an effort to save paper and copier use.
- c. The State of Wisconsin changed the levels for prevailing wage rates on projects effective 2010. Basically, most projects with a cost of \$25,000 or more will require compliance with the prevailing wage rate requirements – “white sheet rates”, Statements of Payroll Compliance, etc. This may add to the administration & cost of most of the smaller projects that the Town does. Keith has a copy of this new ruling; but need to remind all department heads of this requirement if they are planning any projects of this size in 2011.
- d. With the Federal government passing of the health care reform, Patient Protection and Affordable Cost Act (PPACA) which included several changes for health insurance plans and coverage. This is the reason for the Amendment #1 to the Town’s Section 125 Cafeteria Plan. As of January 1st, employees on the Section 125 plan, no longer can request reimbursement for over-the-counter items, unless they were prescribed by a doctor.
- e. Reporting requirements have changed pertaining to transportation costs provided to employees, value of employer’s health insurance provided to employees, taxable verses non-taxable, etc. Several changes will need to be made and Glenn has been assisting with the research and summarizing.
- f. With the torrential rains of August 13th, 2010 came some damage to town roads. Keith & I have submitted expense documentation to Dorothy Tank, Ashland County Emergency Management. Due to regulation changes, some of the expenses and documents need to be changed. I am hoping to get the revised expense report e-mailed to Dorothy today.
- g. I’ve talked with Mark Van Vlack, auditor from Maitland, Singler & Van Vlack, about governmental accounting software programs. I’ve had continuing issues with the TownHall Software and it may be time to make a switch. Glenn has offered to do some research. However, governmental account software programs don’t come cheap (TownHall Software is the most in-expensive that I’ve seen). But, when having to account for \$3.5 million budget, a good, dependable program is needed. I’ve talked to the City of Bayfield and they welcomed me to come over and check out their system. I hope to do so in the next week or so.
- h. All the employee/staff changes in the last month has really taken up a lot of my time. New benefits, increased benefits require a large amount of paperwork; to be given & reviewed with the employee, received back and enrolled or terminated or changed. Each benefit comes with its own set of timelines, reporting requirements & methods.
- i. With the power outage on Friday, several questions were raised why the Town Hall didn’t have a generator. We do have “old fashion” phones in storage that don’t require electricity, so I was able to answer the phones, but any copying or computer work wasn’t able to be done.

Respectfully submitted,

Barb Nelson, Administrative Assistant/Deputy Clerk