

ADMINISTRATIVE ASSISTANT REPORT

October 2010

10/25/10

1. MISCELLANEOUS:

- a. Parking: Notices will be sent to holders of Extended Airport Parking Permits whose permits expire on October 31st advising them to either move their vehicles or re-new their permit.

2. TAXES:

- a. The Town received tax levy amounts from WITC (which increased 2% over last year), but none from the other taxing districts yet. These figures should start arriving shortly. Ashland County will send me their complete budget today so we can verify the Town's requested funds are included in their budget.
- b. The Statement of Assessment 2010 was done by Patty and has been submitted to the WI DOR and the Aggregate Ratio, used to calculate the Estimated Fair Market Value on the tax bills, hasn't been received yet.

3. GRANTS:

- a. Capsar Trail: All funding has been received. Section 154: I'll be putting together a reimbursement request for the sidewalks that were installed in 2010.
- b. North Shore Park Trail/Lake Access: All reimbursement requests have been paid. A shift in invoices paid for this project must be submitted to WI Coastal Management for final expenses due to an error on my part, but it doesn't affect the grant costs or reimbursement amounts.
- c. Hagen Road Bike Lane:
 1. The State of WI DNR has paid the reimbursement requests submitted to them. We have not requested reimbursement yet for the funds expended by the Town for Ashland County engineering work, wetland, etc. These expenses were not covered by the grant from the WI DOT, so I'm not sure how the DNR will receive these costs. Keith suggested billing these costs at 100%, since the original concept of the project was the Town would incur no costs.
 2. The State of WI DOT requested that we resubmit payment requests #2 & #3, which was done. I received word that the request has been sent to Madison and payment should arrive in 10-14 days. A final reimbursement request will be submitted once the punch list has been completed by Nelson Construction (the Town retained 2.5% of the contract).
- d. Recycling: The Town's Responsible Unit Grant (RUG) application was completed and submitted to the WI DNR by the October 1st due date.
- e. Fire Dept.: The Fire Dept. has two outstanding Grants –
 1. US Dept of Interior for the purchase of tools. As soon as I can get copies of the cancelled checks, I'll submit the reimbursement request.
 2. Assistance to Fire Fighters Grant for the Radio system upgrade. Duluth Superior Communication (DSC) has submitted an itemized billing so I can now request partial reimbursement. 5% of the contract has not yet been paid to DSC as a few items must be finished up. As soon as those are complete, the final reimbursement request can be submitted and the project close out started.

4. **FINANCIALS:**

- a. The 3rd quarter payroll tax returns and the 3rd qtr. sales tax return have been completed & mailed before the due date of 10/31/10.
- b. General and ambulance HIPPA notices & billings have not been sent out; final grant reimbursement payment has been received from WI DNR, for North Shore Park; reimbursement requests will be submitted to US Dept. of Interior for the purchase of Fire Dept. tools and to Assistance to Fire Fighters Grant for the radio system upgrade grants. I'll be working on the Jan '10 – June '10 County H billing next, calculations for the Section 154 on the costs of the sidewalks that were installed.
- c. As soon as budget workshops are over, I'll be verifying the budgeted line items as best I can, making any changes as were discussed at the budget workshops, shifting the figures into what's known as "Burke's Reports", and laying out various project costs for the Town Board to start analyzing.
- d. The town's Management's Discussion & Analysis report for the year ending 12/31/09 was sent to Maitland, Singler & Van Vlack and incorporated it within their audit report for the period ending 12/31/09 and the audit reports have been handed out to all Town Board members, clerk & treasurer. A few recoding of revenues & expenditures will need to be done, and final 2009 reports printed, distributed & filed. A copy of the audit report will be sent to Northern State Bank & Bremer Bank as part of the loan agreements, as well as to the WI Dept. of Admin. as required by grant funding levels.

5. **HEALTH INSURANCE:** Dual Choice Health Insurance booklets have been handed out to qualified employees. Dual Choice is the time period when the employee may make changes to their health insurance coverage without any restrictions. Any changes necessitate notifying the current & proposed company, and adjusting payroll deductions, if applicable. The Dept. of Employee Trust Funds is requesting all of this to be done on-line by either the employer or employee.

- a. The Flex Spending/Section 125 Plan seems to be working good and the employees seem to be pleased with it.

I took a survey of the 10 employees currently on the program:

1. Do you like the plan? 8 YES 0 NO
2. Is the employee contribution cap of \$775 enough? 6 YES 2 NO

The employees who marked they'd like the cap higher:

- i. 1 - \$1,000
- ii. 1 - \$2,000

Respectfully submitted,

Barb Nelson Administrative Assistant/Deputy Clerk