

ADMINISTRATIVE ASSISTANT REPORT

October 2008

10/27/08

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.
- b. **Window Coverings:** Deb Casey, who installed the current Town Hall window coverings, has provided an estimate to install wind coverings for the transoms above the doors, and also the back door & old Town Hall door. Please see attached pricing. She is wondering about the old Town Hall door – she can either install covering over just the window, or a full length to block the air loss. She provided prices for either.
- c. **Propane Tank Rental Generator:** Brummer Co. has sent the attached propane tank rental form for the tank they installed at the Emergency Services Building for the generator. I was hesitant to sign it, as some of the terms are contradictory to the bid award and am unsure how to note that on the agreement.

2. 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. I have learned that, according to WI Dept. of Employee Trust Fund rules, the employer is prohibited from paying the employees' deductible, out of pocket costs, etc., so the reimbursement of the deductible will need to be changed next year. One suggestion is to offer a Section 125 Cafeteria plan to the employees.

3. TAXES:

- a. The Town has not received any levy figures from the other taxing districts other than WITC and that went down 7%. These figures should start arriving shortly. Ashland County will send me their complete budget as soon as it's put together so we can verify the Town's requested funds are included in their budget.
- b. The Statement of Assessment 2008 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.

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 10/31/08.
- b. No general or ambulance billings have been sent out, but need to. I hope to do them soon as I have alot of ambulance insurance claim forms to submit/resubmit.
- c. Now that budget workshops are over, I'll be verifying the budgeted line items as best I can, 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 12/31/07 was sent to Maitland, Singler & Van Vlack and incorporated it within their audit report for the period ending 12/31/07 and the audit reports have been handed out to all Town Board members, clerk & treasurer. A copy was sent to Northern State Bank as part of the loan agreement.
- e. Emmer has put together costs for the airport aggregate & sand, so I can hopefully get a bill done & sent to the WI BOA for this and work done by the Town for the Snow Removal Equipment (SRE) building too.
- f. Emmer & Keith will be putting together the same type of figures for the Madeline Sanitary District so they can be billed.

5. **GRANTS:**

- a. **Capsler Trail:** I'll be calculating project costs for the Capsler Trail project, and compiling all supporting documentation as to materials, labor & equipment use, invoices paid, etc for Keith to review. Once that is done we'll submit the 2nd grant re-imbursement requests to the WI DNR.
- b. **Section 154:** The Town has received the 2nd grant reimbursement request from the United States Army Corp. of Engineers (USACOE). The Town will now re-imburse Ashland County for their share of the work they did on the project. I believe the remainder of the grant funds will be used in 2009 for Main Street and finishing the project.
- c. **North Shore Park Trail:** Costs will be calculated and a reimbursement request will be submitted to the WI DNR.
- 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. Copies of all grant awards, along with grant auditing requirement have been sent to the auditors, so that they can plan on what type of audit may be needed for the year ending 12/31/08 and possibly the year ending 12/31/09. The large number of grants the town currently has going, is taking up a good share of my time – simply trying to following the grant requirements, tracking & calculating employee & equipment hours & costs, as well as sub-contractors expenses. I may need to do this monthly, instead of at reimbursement time. The financial/budget reports would then reflect total employee & equipment costs for each project on a monthly basis. This would require a lot more work for me each month, but would make grant reimbursement requests quicker to generate. This will need to be done for the roads/airport building & land rents & equipment use. It won't affect the cash position/checkbook, just a reflection of costs provided to a department and/or project. Basically, more accounting tracking & general ledger entries.

Respectfully submitted,

Barb Nelson Administrative Assistant/Deputy Clerk