

ADMINISTRATIVE ASSISTANT REPORT

November 2010

11/23/10

1. MISCELLANEOUS:

- a. Due to the Thanksgiving holiday on Thursday, the Town will be closed. Patty will be leaving Weds. for the week.
- b. Glenn has been great about helping with these additional projects that pop up – ie: Cafeteria Plan for employees, Appointed Officials Wages, Changes to Health Insurance coverage & dependants. It's a pleasure having him tackle these, as well as being able to discuss ideas and problems. He has been organizing the Personnel Policy, which will be on the next TB meeting to approve. No changes have been made to the policy, other than setting it up with chapters & subchapters for easier use and quicker reference. If the Town Board approves the new layout, the next step will be to start addressing the various questions, clarity issues, etc.

2. TAXES:

- a. The Town has received Certified Tax Levy Apportionments from WITC, the Bayfield School, Ashland County and State of WI, and Madeline Sanitary. As soon as the State School Tax Levy Credit & Lottery credit information arrives (*WI DOR has said possibly this week*), I will update the summary report on the tax Levies. Copies will then be made available to the Public. A copy will be given to the TB members as well.

3. FINANCIALS:

- a. The 2011 Proposed Budget has been set and various budget reports have been copied for public and are in the old Town Hall ready for the budget hearings & meetings on **Monday, December 6th, 2010 immediately following the Public Hearing for the Miller Farm Road Special Assessment**. Each TB member has received a packet with all the budget reports (with the exception of the Tax Summary – will be done as soon as the school tax credit info arrives). All dept. heads have gotten the same packet.
- b. The misc. billings have been caught up, and Ashland County has been billed for County H work the period of 01/2010-06/2010. Ambulance billings are fairly caught up with half a dozen or so that will require a fair amount time spent on the phone with Medicare & various insurance companies.
- c. Last year, Glenn suggested the Town looking into a line of credit – availability, cost, etc. for these cases of project costing depleting cash on hand until reimbursement funds can be received. I'm not sure if Carol looked into this, but will ask her to check into it so the information will be on file, if the need ever arises.
- d. Now that the budget crunch work is done, I will need to devote some time to finishing the 2009 financial reports, making entries from the audit, reprinting the reports, closing out the year, and rolling year end information over into 2010. This will take two or three days, at least.
- e. I've gotten caught up with entering the road crew timesheets into the database, and can start preparing internal costs on Miller Farm Road (town crew labor, town equipment).
- f. Town expenses incurred from the October wind storm have been given to Keith to go over with Dorothy Tank, Ashland County Emergency Services.
 1. The Town Board received a copy of the November 10th, 2010 letter from the State of WI, Dept. of Military Affairs. This letter denied the Town's reimbursement claim in for damages sustained in the August 2010 torrential rain. Basically, the claim was denied because the Town did not issue a State of Emergency directive nor was Ashland County (Dorothy Tank) notified of the major catastrophic event.
 2. If the Town suffers a "major catastrophe", the first step is to have the Town Chairman issue a State of Emergency. Then, Dorothy Tank must be notified immediately and that will start the paperwork process. Dorothy is more than happy to meet with the TB to discuss the process (as long as she can get back across).

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4. GRANTS:

- a. The Fire Dept has two grants in place that I'll be trying to finish up shortly. The Rural/Dept. of Interior was for the purchasing of fire fighting tools, which has been done & paperwork submitted. The second is for the radio system upgrade. Duluth Superior Communications hasn't quite finished the project. I'll be submitting a partial reimbursement request shortly. Both grant funds will be placed back into the Fire Dept.'s designated funds, to replace the expenditures already made on the projects.
- b. Hagen Road Bike Lane. The requested fund of \$283,899.10 was received today from the WI DOT. Emmer & Keith have approved paying Nelson Construction the final retained 2.5% due. If the TB approves that voucher, I'll submit the paperwork to the WI DOT for final payment as well. I'm in the process of gather figures to submit a final billing to the State Park for their share.
- c. I'll be putting together the final Section 154 payment request to the Army Corps for the additional sidewalks that were installed & related costs.

5. SCHEDULES:

- a. Currently the December schedule is:

- Monday, November 29th, 2010 Payroll processing
- Wednesday, December 1st TPC Public Hearing
- **Monday, December 6th, 2010:**
 - Public Hearing for Special Assessment Miller Farm Road
 - Public Hearing for 2011 Budget
 - Special Town Meeting for 2010/2011 Tax Levy & Highway Expend.
 - Special Town Board Meeting to set 2011 Budget
- Wednesday, December 8th TPC Public Hearing
- Monday, December 13th, 2010 Payroll processing
- **Tuesday, December 14th, 2010 Regular Town Board Meeting**
- Friday, December 24th, 2010 Town Hall Closed - Christmas Eve
- Sat, December 25th, 2010 Christmas Day
- Monday, December 27th, 2010 Payroll processing
- **Tuesday, December 28th, 2010 Regular Town Board Meeting**

Respectfully submitted,

Barb Nelson Administrative Assistant/Deputy Clerk