

ADMINISTRATIVE ASSISTANT REPORT

November 2009

11/23/09

1. MISCELLANEOUS:

- a. I've asked Michael Dalzell to check on vehicles at the airport. If any have expired permits, I'll send letters out to those.
- b. Due to the Thanksgiving holiday on Thursday, the Town will be closed. Waggie will be taking Weds off and I plan to take Friday off. Patty will be gone the entire week.
- c. 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.

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 (normally the end of Nov), I will update the summary report on the tax Levies.

3. FINANCIALS:

- a. The 2010 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, November 30th**.
- b. Based on some department's 2009 estimated expenditures and revenues, at least one more budget amendment will need to be drafted for those departments who estimated that their department will be over budget at the end of 2009. Some departments don't have additional revenues to off-set their department over expenditures, which makes doing budget amendments very difficult unless the Town Board directs using other departments under budgets or designated funds to off-set those departments who have gone over budget?
- c. The misc. billings have been caught up, with the exception of the various road projects. I'm waiting on calculations & figures from Keith & Emmer before actual reimbursement requests can be completed. Ashland County has been billed for County H work the period of 01/2009-06/2009. The WI DNR North Shore Park Trail will be submitted next week as soon as copies of cancelled checks are received. Rice Street TRIP-D & Mondamin Trail TRIP will hopefully be submitted to Emmer next week and the first pay request to the WI DOT on the Hagen Road bike project will be done next week. WI Coastal Management grant for NSPT has been completed & paid.
- d. I am still very uncertain about the timing of grant & project funds in 2009 & 2010. It does appear that the approx. \$150,000 scheduled for payment in 2009 on Section 154 will not be paid out until 2010 (after the USACOE payment arrives).
- e. 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'll mention it to Carol and ask if she'd do some research.

4. GRANTS:

- a. The Town's various grant agreements regarding audit requirements are being sent to Maitland, Singler & Van Vlack, so they are aware of the potential audit requirements that the Town may be responsible for having done. The audit requirements vary from grant to grant, level of funding received, town funds expenditures, and funding source (Federal, State or local).
- b. I've spent a lot of time getting information to & from various committees and then doing their actual grant application submittals.

Respectfully submitted,

Barb Nelson Administrative Assistant/Deputy Clerk

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November 2009 - Addendum

12/01/2009

5. SCHEDULES:

a. Please see the attached December calendar. Currently the December schedule is:

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| 1. | Monday, November 30 th , 2009 | Payroll processing |
| 2. | Tuesday, December 1st, 2009 | Regular Town Board Rescheduled from 11/24/09 |
| 3. | Monday, December 7th, 2009 | Miller Farm Road Public Hearing** |
| 4. | Tuesday, December 8th, 2009 | Regular Town Board Meeting |
| 5. | Monday, December 14 th , 2009 | Payroll processing |
| 6. | Tuesday, December 22nd, 2009 | Regular Town Board Meeting |
| 7. | Thursday, December 24 th , 2009 | Town Hall Closed - Christmas Eve |
| 8. | Friday, December 25 th , 2009 | Town Hall Closed – Christmas Day |
| 9. | Monday, December 28 th , 2009 | Payroll processing |

** Will a Town Board meeting be scheduled to follow the Public Hearing?

Due to the holiday, does the Town Board want to keep the December meeting schedule?