

ADMINISTRATIVE ASSISTANT REPORT

November 2013

11/22/13

1. MISCELLANEOUS:

- a. The Town Hall will be closed on Thursday, November 28th. I will be out of the office on Friday, November 29th.

2. TAXES:

- a. The Town has received Certified Tax Levy Apportionments from WITC, the Bayfield School, Ashland Cty, 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.
- b. The Resolution for Library Exemption which was passed at the last Town Board meeting has been completed and sent to Ashland County. This exemption claims exemption from the Ashland County library levy, since the Town spends more in library expenditures that they would be levied by Ashland County.
 1. I assume this will be the same process and procedure for the bill drafted, (2013 Senate Bill 299), claiming possible exemption from Ashland County levies for airport, public health or economic development.

3. FINANCIALS:

- a. The 2014 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 2nd, 2013**. Each TB member, as well as all Dept. Heads., will receive 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).
- b. The misc. billings have been done, and Ashland County has been billed (and paid) for County H work for the period of 01/2013-06/2013.
- c. I've gotten caught up with entering the road crew 2013 timesheets into the database, and can start preparing internal costs on the various projects that took place (town crew labor, town equipment) and coding those expenses into the project line items. This is done to give a more accurate costing on projects.
- d. I'll be working this weekend on acclimating myself on the new TownHall software program. They have advised running the two software programs at the same time, so I'll be entering all of November's transactions into the new remote version to get comfortable with the process, reports, etc. I think it will be a good system, I just don't have much time before the end of the year to convert it all over.

4. GRANTS:

- a. MIWP/Invasive Species/WI DNR: We've compiled all the invoices paid & cancelled check, timesheet database of employee labor & equipment use, separated into the WI DNR's grant components. Keith met with Bonnie of the MIWP and she has submitted everything to the DNR. MIWP hopes to hear back from the DNR next week regarding the reimbursement and subsequent additional payment to the Town of LaPointe.
- b. Big Bay Town Park: I hope to start working on putting project costs together for the WI DNR grants and get submitted asap.
 1. Arnie Mackey Construction, Inc. (AMC) has submitted and been paid for Draws #1 through Draw #10. We've scheduled out the additional Change Orders #2 through #6 onto the contract.

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5. SCHEDULES:

Currently the December schedule is:

- **Monday, December 2nd, 2013:**
 - Public Hearing for 2014 Budget
 - Special Town Meeting for 2013/2014 Tax Levy & 2014 Highway Expends.
 - Special Town Board Meeting to set 2014 Budget

- Monday, Dec 9th thru Weds, Dec 11th Payroll processing

- **Tuesday, December 10th, 2013 Regular Town Board Meeting**

- Tues, December 24th, 2013 Christmas Eve (Town holiday – TH closed)
- Weds, December 25th, 2013 Christmas Day (Town holiday – TH closed)
- Monday, Dec 23rd Payroll processing ****
- Tuesday, Dec 31st New Year's Eve

****Because of the holiday, payroll **must** be processed in its' entirety on Monday, Dec 23rd (must be done by 4:00) and paid Thurs Dec 26th.

- **Tuesday, December 25th, 2013 To be re-scheduled Regular Town Board Meeting**
 - Please, if at all possible, don't schedule this to be held on Monday, December 23rd, as I will not be able to process payroll and all the year-end vouchers on that day.
 - I hope all the Town Board members will be able to attend the meeting when re-scheduled (so there is a quorum for paying end of year bills, etc.), final 2013budget amendment and anything else needed for both year-end and the upcoming year.

Respectfully submitted,

Barb Nelson Administrative Assistant