

# ADMINISTRATIVE ASSISTANT REPORT

November 2012

11/26/12

## 1. MISCELLANEOUS:

- a. I will be out of the office on Thurs November 29<sup>th</sup> & Friday, November 30<sup>th</sup>.

## 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 is claiming exemption from the Ashland County library levy, since the Town spends more in library expenditures that they would being levied by Ashland County.

## 3. FINANCIALS:

- a. The 2013 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 3<sup>rd</sup>, 2012**. Each TB member, as well as all Dept. Heads. have 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).
  1. I'll be putting together a listing of changes made to the DRAFT 2013 budget that may need reconsideration once the tax levy has been set.
- b. The misc. billings have been done, and Ashland County has been billed (and paid) for County H work for the period of 01/2012-06/2012.
- c. I've gotten caught up with entering the road crew 2012 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. Jim Patterson had a great idea – he requested some type of project spreadsheet in which all contracts, Purchase Orders, payments, etc. are reflected. That way, the Town Board, and dept. head can see at a glance where a project stands as to committed expenditures, etc. I am hoping to put together a report shortly for everyone's review & comments.

## 4. GRANTS:

- a. **Section 154:** We've submitted the final Section 154 payment request to the Army Corps for the stormwater work & repairs done at the Town Hall entrance.
- 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 Draw #1 and Draw #2. While auditing the AMC submitted payroll records, it was noticed that one employee may have been paid at a lower total rate than the Prevailing Wage Determination allowed. I've sent an e-mail to Scott Sanders of AMC, and he is having his office person check into it. The employee's job classification was listed incorrectly, so once that is correctly, the wage rates paid were correct. It was nice that AMC responded so quickly to my inquiry.

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Page 2

## 5. SCHEDULES:

Currently the December schedule is:

- **Monday, December 3<sup>rd</sup>, 2012:**
  - Public Hearing for 2013 Budget
  - Special Town Meeting for 2012/2013 Tax Levy & 2013 Highway Expends.
  - Special Town Board Meeting to set 2013 Budget
  
- Monday, Dec 10<sup>th</sup> thru Weds, Dec 12<sup>th</sup> Payroll processing
  
- **Tuesday, December 11<sup>th</sup>, 2012 Regular Town Board Meeting**
  
- Mon, December 24<sup>th</sup>, 2012 Christmas Eve (Town holiday – TH closed)
- Tues, December 25<sup>th</sup>, 2012 Christmas Day (Town holiday – TH closed)
- Monday, Dec 24<sup>th</sup> thru Weds Dec 26<sup>th</sup> Payroll processing \*\*\*\*

\*\*\*\*Because of the holiday, payroll will have to be processed in its' entirety on Weds, Dec 26<sup>th</sup> (must be done by 4:00) and paid Thurs Dec 27<sup>th</sup>.

- **Thursday, December 27<sup>th</sup>, 2012 Re-scheduled Regular Town Board Meeting**
  - I hope all the Town Board members will be able to attend this meeting (so there is a quorum for paying end of year bills, etc.).

Respectfully submitted,

Barb Nelson Administrative Assistant/Deputy Clerk