

ADMINISTRATIVE ASSISTANT REPORT
December 2015

12/17/15

1. **TAXES:**

- a. Micaela did the calculations of the Statement of Assessment & tax levies for the tax roll, faxed to Bill Metzinger and Bill had the tax bills done the next day – WOW!
- b. Carol mailed the tax bills out on December 15th (well before the 12/21/15 deadline), using the Ashland County Tax Collection software. As people call the Town Hall looking for their tax and assessment information, we have been pointing them towards the Ashland County web-site. It sometimes takes a bit of time to talk them through the steps they need to follow, but once they get, they won't need to contact the Town. I really appreciate Ashland County having this information on-line.
- c. The Town's tax levy was over the WI Department of Revenue's allowable levy limit (adjusted for debit service) but the increase was approved by the Town Electors. The worksheet providing the approved levy amount was sent to the DOR as well as the levy increase documentation (TB resolution, Town Elector Resolution, Special Town Meeting agenda & posting affidavit).

2. **MISCELLANEOUS:**

- a. The Town Hall will be closed Thurs, Dec 24th and Fri, Dec. 25th as well as Fri, Jan 1st (New Year's Day).
 1. 12/21-12/23 is a payroll week, and due to the holidays, payroll must be processed in its entirety, Tues, Dec 22nd, the same day as the TB meeting so Monday & Tuesday will be very hectic.
- b. The request for the Town's Worker's Comp policy audit (01/01/15-12/31/15) will be arriving shortly. I'm assuming that it will be a self-audit. This requires submitting Town's employees wage & job categories, as well as the sub-contractor's report. Sending the Worker's Comp insurer a listing of all sub-contractors (subs) used by the Town in the policy period, the amount paid to each, a copy of the sub's Worker's Comp policy (if the Town has one on file) and other information.
- c. The new phone system was installed today. We are very excited to have this in place – we are expecting this to help improve working conditions by eliminating the constant interruption by the phones ringing. Thanks to Lisa for undertaking this project and moving it forward.
- d. Many thanks to Kristian and the Town crew for the Town Hall vestibule! It turned out so much better than I ever imagined and should help reduce floor damage and overall heat/energy loss.
- e. Lisa has ordered partition panels from Northern Business to be installed at the end of the wooden bookcase by my desk. This will allow for a quieter and hopefully better organized working space for me.

3. **FINANCIALS:**

- a. Parking ticket reminders, general billings will be sent out.
- b. The Consumer Price Index – Urban for the 12 months ended Nov. 2015 increase is .5%.
- c. Lisa has reminded all the department heads to make sure to submit all their 2015 invoices, expenditure reports/requests by Monday morning, Dec. 21st to allow for processing time before the Town Board meeting of 12/22/15. Anything that comes in after that will be paid from 2016 funds.
- d. **Budget Amendment:** Budget Amendment #2015-03 is mostly a clean-up on items that are off-set within a department including revenues.
- e. **2016 Wage Resolution:** The 2016 Wage Resolution has been drafted, based on the 2016 budget process. Each Department Head will carefully review their section and then will be copied to the Town Board.
- f. **BBTP Reservation Funds:** Carol is doing a report on the status of the BBTP Reservation System funds.
- g. **2016 Borrowing:** Carol is in the process of contacting Bremer Bank to get options for borrowing for the EMS & WTB roofs and for the purchase of the two roads trucks, and related equipment.
 1. **Based on the options:**
 - a. One loan for all, or several loans
 - b. Length of loan(s) payback
 - c. Timing of when funding will be needed/purchases to be done

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk