

ADMINISTRATIVE ASSISTANT REPORT
December 2011

12/19/11

1. MISCELLANEOUS:

- a. We have posted notices that the Town Hall will be closed on Weds, Dec. 21st, Thurs, Dec 22nd and Fri, Dec 23rd. The notice, as well as how to locate Property Tax information, has been posted to the Town's web-site and the Chamber has also put this on their "infoblast".
- b. New Year's Day falls on Sunday; the Town Hall staff may take either Fri, Dec 30th or Mon, Jan 2nd, 2012.
- c. The self-audit for the Town's Worker's Comp policy (01/01/11-12/31/11) will be arriving shortly and I will be submitting the Town's employees wage & job categories, as well as the sub-contractor's report. This entails 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.

2. TAXES:

- a. The calculations of the Statement of Assessment & tax levies for the tax roll were done and faxed to Bill Metzinger. Patty will be completing the Statement of Taxes, and she has done the WI DNR's Payment In Lieu of Taxes (PILT) worksheet. These reports will be submitted to Ashland Cty & the various state depts.
- b. Carol is mailing the tax bills out before the deadline. The Ashland County Tax Collection software seems to be working very well.
- c. The increase of the Town's tax levy was NOT over the WI Department of Revenue's allowable levy limit (adjusted for increased debit service). The worksheet providing the approved levy will be sent to the Dept. of Revenue (DOR).

3. FINANCIALS:

- a. Parking ticket reminders, general billings will be sent out in the next week or so. Airport parking letters will be sent out as soon as Michael Dalzell, Airport Manager verifies cars still out in the airport parking lot.
- b. **Budget Amendment:** During the budget process, quite a few account line items were over budget and needed to be amended. Budget Amendment #2011-04 will reflect these.
- c. **Projects:** I haven't yet done the accounting line transfers for the rds labor & equipment used, but will do so before the year end.
- d. **Airport Project and Gravel Reimbursement:** The WI Bureau of Aeronautics (WI BOA) is still working on the final costs and funding for the Madeline Island Airport Project. This means they are still determining the Town's final share cost and also if the gravel reimbursement should be counted as part of the Town's share of the costs. From what I understand from Michael, some of this hinges on undetermined Federal aid amounts. This is important since the Town did not budget any expenditures for the airport project and did budget revenues for the final WI BOA gravel payment.

4. GRANTS:

- a. **Section 154:** Reimbursement for additional sidewalks & work done will be submitted to the U.S. Army Corp. of Engineers (USACOE).
- b. **Harbor WI Coastal Management:** Partial reimbursement (and possible final) for the Harbor Long Range Plan & Feasibility Study project has been requested.
- c. **Harbor WI DNR:** Partial reimbursement (and possible final) for the Harbor Feasibility Study project has will be requested before the end of the year.
- d. **Hagen Road Bike Lane:** Final request for reimbursement to the WI DOT has been submitted. They are very behind and not sure when this final reimbursement will be made.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk