

**ADMINISTRATIVE ASSISTANT REPORT**  
**December 2010**

12/27/10

**1. MISCELLANEOUS:**

- a. New Year's Day falls on Saturday; the Town Hall staff may take either Friday, December 31<sup>st</sup> or Monday, January 3<sup>rd</sup>, 2011. Waggie will be out of the office Weds. afternoon, Dec 29<sup>th</sup> through Mon., Jan 3<sup>rd</sup>, 2011. I will be out of the office on Weds, Dec 29<sup>th</sup> as well, so we will post notices that the Town Hall will be closed early on Weds, Dec. 29<sup>th</sup>.
- b. The self-audit for the Town's Worker's Comp policy (01/01/10-12/31/10) 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.
- c. Due to unforeseen circumstances, Jen Croonborg-Murphy will be out of the office until Fri, Dec 31<sup>st</sup> and will not be able to attend the 12/28/2010 TB meeting.

**2. TAXES:**

- a. The calculations of the Statement of Assessment & tax levies for the tax roll were done and faxed to Bill Metzinger. Patty completed the Statement of Taxes, and the WI DNR's Payment In Lieu of Taxes (PILT) worksheet. These reports will be submitted to Ashland County & the various state departments.
- b. Carol mailed the tax bills out before the deadline. Once again, she is using the Ashland County Tax Collection software.
- 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 was sent to the Dept. of Revenue (DOR).

**3. FINANCIALS:**

- a. Airport hangar renewal notices, parking ticket reminders, general billings and ambulance re-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 #2010-04 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.

**4. GRANTS:**

- a. **Capser Trail:** Has been reimbursed and closed out.
- b. **North Shore Park Trail** Has been reimbursed and closed out
- c. **Rice Street TRIP-D & Mondamin Trail TRIP:** Has been reimbursed and closed out
- d. **Section 154:** Reimbursement for additional sidewalks installed has been submitted to the U.S. Army Corp. of Engineers (USACOE).
- e. **Fire Dept. Assistance to Fire Fighters Grant & Rural Fire Assistance:** Partial reimbursement for radio upgrade project has been requested & full reimbursement request for tools & supplies purchased have been submitted.
- f. **Hagen Road Bike Lane:** Final request for reimbursement to the WI DOT will be submitted as well as the full expense billing to the WI State Park for the Town labor, equipment, surveys, etc.

Respectfully submitted,

Barb Nelson  
Administrative Assistant/Deputy Clerk