

**ADMINISTRATIVE ASSISTANT REPORT**  
**December 2009**

12/29/09

**1. MISCELLANEOUS:**

- a. New Year's Day falls on Friday; the Town Hall will be closed that day.
- b. The self-audit for the Town's Worker's Comp policy (01/01/09-12/31/09) 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. I will be completing the mill rate worksheet, 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 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 were sent out as soon as Michael Dalzell, Airport Manager verifies cars still out in the airport parking lot. Gravel bills have been sent out to Northwoods Paving & Nelson Construction and have been paid.
- b. **Annual Audit:** The agreement with Maitland, Singler & Van Vlack for the audit period ending 12/31/09 is on the TB agenda. Please be advised that due to the cumulative amounts of grants, a much more detailed (and more expensive) audit may be needed once all the project expenses are calculated for 2009.
- c. **Budget Amendment:** During the budget process, quite a few account line items were over budget and needed to be amended. Budget Amendment #2009-06 reflected these.
- d. **Projects:** I haven't yet done the accounting line transfers for the rds labor & equipment used, but will do so before the year end.
- e. **Short-term Borrowing/Line of Credit/Borrowing from Designated Funds:** At this time, we seem to be hanging in there with a positive cash balance and haven't done any form of borrowing.

**4. GRANTS:**

- a. **Capser Trail:** Has been reimbursed and closed out.
- b. **North Shore Park Trail:** Reimbursements have been received from WI Coastal Management, WI DNR & Ashland County.
- c. **Rice Street TRIP-D & Mondamin Trail TRIP:** Keith & I are in the process of gathering documents to submit to Emmer for reimbursement on these two projects.
- d. **Section 154:** The expenses are being calculated for Keith to review with Emmer before we submit the final reimbursement to the U.S. Army Corp. of Engineers (USACOE).
- e. **Alternative Energy:** The Committee has received some grant funds, achieved funding commitments and is hopeful to receive requested funding from several organizations. They have been working on grant reports & calculating reimbursement on projects completed thus far. No word on the Department of Commerce grant for lighting & window replacements.

Respectfully submitted,

Barb Nelson  
Administrative Assistant/Deputy Clerk