

ADMINISTRATIVE ASSISTANT REPORT

FEBRUARY 2015

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02/23/2015

FINANCIALS:

1. **ANNUAL AUDIT:** The 2014-year end reports are being compiled and all the year-end records, reports, etc. will be brought over to the auditors early April. The auditors will be at the Town Hall sometime in June to do the “testing” portion of the audit. Instead of the auditors preparing the charts & comparisons in the final audit report, the Town was to be doing that. I will try to prepare those reports and see if it satisfies the audit requirements.
2. **ANNUAL MEETING:** I will be starting the 2014 financial reports for the 2014 Annual Meeting. This report is also used for the annual audit, as it provides a balancing of funds.
3. **TAX COLLECTIONS:** The 1st half tax collection process has been completed. Tax collections transferred into the General Fund, and the other taxing districts have been paid.
4. **BILLINGS & AGREEMENTS:**
 - a. Airport Hangar & Industrial Zone lot leases 2015 billings have been sent out.
 - b. County – Law Enforcement:
 - i. Ashland County has paid the Town for 1st Qtr. 2015 Law Enforcement Budget, which is the same amount as 2014.
 - ii. The current agreement was signed in 2008 and was proposed to be modified in 2013-2014, and is needed so there are no questions about amounts.
 - c. County – Zoning:
 - i. The 4th Qtr. of 2014 Ashland County Zoning has been sent out. In the quarterly billing, I include a listing of the Ashland County permits that have been issued by the Town’s Planning & Zoning Department and was directed to bill Ashland County at \$200 per permit. The County continues to pay the quarterly share of the \$5,000 but no per permit fee. The Town Board signed an Amendment to the Intermunicipal Agreement on 6/24/14 in which the County will reimburse the Town \$400 per permit. The County has not signed the agreement. There are agreements for 2006 & 2007.
 - Should I stop billing Ashland County the per permit fee?
 - The original 2005 agreement calls for Ashland County to pay the Town \$8,750.00 for the balance of 2005, with
 - a. ***#5. Future Payments to the Town.*** For each calendar year after calendar year 205, the County will pay the Town the amount the parties agree upon with such payment to be paid on the date the parties agree that it will be paid.
 - d. County – Highway/Rds.:
 - i. Ashland County Highway was billed for 7/1/14-12/31/14 maintenance expenses for Cty. H and payment received.
 - e. County - Services Levy Exemption Resolution #2014-0826:
 - i. The Town Board passed Resolution #2014-0826 claiming exemption from Ashland County for certain leviable services for 2014/2015 tax levy.
 - ii. Ashland County Board passed a resolution #R11-2014-1178 formally disapproving the Town’s resolution.
 - iii. The Town Board met with Ashland County officials in Dec. 2014 regarding Ashland County’s Disapproval of the claim for Exemption.
 - No property tax exemption for LaPointe residents was received on the 2014/2015 Ashland County tax levy
 - Is this exemption still being pursued?

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f. Big Bay Town Park – DNR Grants:

- i. The DNR required that the Town re-submit the grant reimbursement requests for all four of the grant projects, as they don't allow reimbursement on time spent doing the reimbursement request/grant administration, nor do they allow the equipment to be billed out at DOT rates + 25%.
- ii. I've gotten word that the revised grant reimbursement for the WI DNR Trails grant that was resubmitted passed and to start on the remaining three.

5. ACCOUNTING SOFTWARE:

- a. I must get the accounting software program converted over to the remote version as soon as possible. My goal is to have the files converted over mid-April. In the long run, once this is in place, the change in software will expedite the budget reports process and should provide more up to date information to the department heads.
- b. Please let Michael Childers and me know your thoughts on the Budget Summary reports that we have put together. The entire budget & financial reports will still be available at the first Town Board meeting and are kept in the TB minute book.

6. MRF SELF-CERTIFICATION AUDIT: The WI DNR requires MRF units to self-certify by March 30th. Ted will complete the report and I'll entered it on-line.

7. MRF RESPONSIBLE UNIT GRANT FINAL REPORT: Ted & I will be completing the WI DNR paperwork for the annual final report due in April, on the previous years' recycling program, reporting the actual recycling costs, collections and revenues and which is compared to the grant application and grant funds awarded.

8. WORK COMP:

- i. A Workers Comp self audit of 2014 payroll records was done for Bituminous Insurance (the Town's Work Comp carrier for 2014).
- ii. The Work Comp audit also requires providing information on the sub-contractors used by the Town of LaPointe; total payments made, type of work, if the sub-contractor has employees and copies of their liability and/or Work Comp policies, if they carry insurance. Pete has provided those copies.
 - The vendors don't always provide copies of their insurance policy(s); so the Town must request them. Some vendors used don't carry any insurance, some have auto but not general or work comp, etc. etc.
 - The Town doesn't have any formalized policy requiring subs to carry insurance or if they do, the type or amounts of coverage, or what vendors or sub-contractors aren't needed to provide insurance – and, who will determine.

9. PURCHASING/CONTRACTING: The Town doesn't have a set usable procedure for contracting for services before an agreement or contract is signed; a checklist of who is responsible for a contract or agreement and what steps are needed to be followed. Pete is working on putting together a packet with checklists that can be used to streamline purchasing, entering into agreements or contracts, the hiring of sub-contractors, bidding/RFP/Proposals notice & requirements, contract review, budgeting for, etc.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk