

# ADMINISTRATIVE ASSISTANT REPORT

October 2015

10/23/15

## 1. GRANTS:

### a. Big Bay Town Park – WI DNR:

1. Phase I has been compiled and is almost ready to be mailed to the WI DNR.
2. Phase II (Phase I amended) has been started and hopefully will be completed by the end of the week.
3. I'll spend part of a day verifying that there hasn't been any duplication of expenses allocated between the grants and projects and then will scan and mail the entire packets to Mr. Slaminski of the Spooner DNR office.
4. Phase III and Trails have both been paid by the DNR earlier this year.

b. Recycling: The Town's Responsible Unit Grant (RUG) application for 2016 was completed and submitted to the WI DNR by the October 1<sup>st</sup> due date.

c. Fire Dept/Ice Rescue: The Fire Dept./Ice rescue received a \$3,000 grant from the Duluth Superior Area Community Foundation for night vision equipment. The check was received and placed in a designated fund.

d. MI Wilderness Preserve/WI DNR: Finished compiling & copying the 2015 expenses (timesheets, vouchers & cancelled checks) incurred by the Town for dealing with Invasive Plant Species for both MIWP and their WI DNR grant. Reviewed it all with Bonnie Matueski, of the MIWP to submit to the DNR and request reimbursements.

## 2. FINANCIALS:

a. The 3<sup>rd</sup> quarter payroll tax returns and the 3<sup>rd</sup> qtr. sales tax return will be completed & mailed before the due date of 10/31/15.

b. The Town's Management's Discussion & Analysis report was incorporated within Maitland, Singler & Van Lack's audit report for the period ending 12/31/14. The audit reports have been handed out to all Town Board members, Clerk & Treasurer. A copy of the audit report has been sent to Bremer Bank as part of the loan agreements.

c. A reminder that Nelson Construction Company's lease for space on the Town Dock ends 12/31/14, as does the lease with the LaPointe Community Clinic for the Agee Health Center building. Three hangar leases and one industrial zone lot lease also expire 12/31/15.

d. The County Library Exemption resolution is on the Town Board's agenda for review and approval. This is a formality reflecting the Town spends more in the town's budget for library services as opposed to what the Town's share of the Ashland County Library budget would be.

## 3. MISCELLANEOUS:

a. I'll be out of the Town Hall on Weds, October 28<sup>th</sup> and will process vouchers from the Town Board meeting either on Thursday or Friday.

1. It's going to be a busy week with payroll, Town Board meeting, budget workshops, quarterly payroll and sales tax reports as well as trying to finish up BBTP grants, and then moving into budget review.

Respectfully submitted,

Barb Nelson Administrative Assistant/Deputy Clerk