

ADMINISTRATIVE ASSISTANT REPORT

March 2009

03/20/2009

FINANCIALS:

1. 2008-year end reports will be brought to the auditors within the next couple of weeks. After the election, I will be asking if:
 - a. The TB is interested in reviewing the Form C (before signing) with Mark Van Vlack? The Form C is required to be postmarked by Thursday, May 15th, and
 - b. Does the Town Board wish to meet with the auditors after receiving the annual audit report (usually late summer/early fall)?
 - c. As was done previous years, a Management Discussion & Analysis letter will need to be written by the Town and included with the Annual Audit.
2. The 2008 Annual Financial reports have been compiled for the Town of LaPointe Annual Meeting, which is scheduled for April 14th. If anyone has any agenda items or information needed for the meeting, please let Larry know as soon as possible. I have done the DRAFT 2008 Financial Report for your approval, but am wondering if you want copies made of the:
 - a. 2008 Entire Budget worksheets w/ actuals(9 pages)
 - b. 2008 Town Board Budget Report w/actual (6 pages)
 - c. 2008 Actual Designated Funds Report w/actual (11 pages)
3. We have billed & received payment from the WI Dept. of Natural Resources (WI DNR) for two grant projects and have billed Wisconsin Coastal Management. Sandy Schulz is completing the dialog reports for the grants. Winter Transportation Committee (WTC) billing have been done, but the Bayfield School has issues with past WTC bills paid. A joint meeting of WTC & Bayfield Finance Committee will be March 24th.
4. The Fixed Asset reports and depreciation for 2008 will be worked on this week, based on the policy the TB passed in 2004.
5. I have spent some time working with all the grants that the Town has in the works – approx. 16 either applied for or in the works. Some are fairly straight forward – purchase the equipment or supplied, complete the paperwork & request reimbursement. Others, which are land and/or road improvement grants are a lot more intensive.
6. Carol Neubauer, Town Treasurer has filled forms to “chargeback” to the various taxing districts, their share of unpaid Personal Property taxes from 2007 payable 2008. I’ll be submitting them to the WI Dept. of Revenue next week. This will allow the Town to recoup all but the town’s share of those unpaid taxes. There were 4 unpaid tax Personal Property tax bills. Please see Carol if you’d like more information.

MISCELLANEOUS:

1. **INSURANCE:**

General: The Town’s current insurance agency, The Horton Group, has sent the annual paper work for them to issue a quote on the town’s insurance. I will be gathering the requested information in the next week or so. The policy expires June 10th, so the Town Board will need to decide if they want just a quote, or the agent to do a presentation to the Board. Jeff Rasmussen or Johnson Aviation Insurance (agent that handles the airport liability policy) has expressed interest in quoting the policy too.

Misc.: I was requested to contact Tom Ketchum, of the Horton Group, regarding the land issues with the Town and MIYC gas pumps. Here is what Tom had to say:

the foreman also filled me in on that subject and I am not sure if he relayed what we discussed to some of the board members.... I think I stated it was not a good situation for that parcel of land to be the Town's - you know if something happens the Town will be dragged in. But I thought the options were limited and it was best to live with it and when possible vacate the property.

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2. TRAINING:

- a. After the election, I will hand out available training sessions on Open Records, Parliamentary Procedures, minute taking, licensing, etc. Newly elected (as well as current officials) may want to partake in some of the training that is available.

3. ORDINANCES/RESOLUTIONS:

- a. The Ordinance to Regulate Security Systems (#119) was published & posted on Friday, March 20th, 2009, which the ordinance will be effective starting Sat., March 21st, 2009.
- b. The Intro Resolution for Vacating Roads & Alleys was published starting Weds, March 28th and will be published again March 25th & April 1st. Waggie spent quite a bit of time with Keith setting up the documents & notices.

4. TOWN HALL:

- a. Patty Hobin has been spending time in the Town Hall acclimating herself with the duties of the Town Clerk & agenda preparation, as well as gathering information for the web-site.
- b. **Minutes:** I have once again prepared a listing of Town Board meetings minutes that, according to my files, have not been approved dating back to 2005.
- c. After the election, we may do some re-organizing of the Town Hall desks, file cabinets, computers etc.
- d. The State of Wisconsin is requiring more documents, forms & reports to be done on-line. I am now enrolled to do most retirement activities on-line, process most of the health insurance functions on-line, and process most of the WI DNR forms & reports for MRF on-line as well.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk