

ADMINISTRATIVE ASSISTANT REPORT

March 2008

03/24/2008

FINANCIALS:

1. 2007-year end reports will be brought to the auditors this week. 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 last year, a Management Discussion & Analysis letter will need to be written by the Town and included with the Annual Audit.
2. The 2007 Annual Financial reports will be compiled for the Town of LaPointe Annual Meeting, which is scheduled for April 8th. If anyone has any agenda items or information needed for the meeting, please let Larry know as soon as possible.
3. We have billed & received payment from the WI Dept. of Natural Resources (WI DNR) for the Capser Trail project thus far and have done various road billings and Winter Transportation Committee billing.
4. The Fixed Asset reports and depreciation for 2007 will be worked on this week, based on the policy the TB passed in 2004.
5. Keith has asked to have the Comprehensive Economic Development Strategy (CEDs) report for 2008-2011 and the reporting of completed CED projects for 2007. This list should be used during budget time.
6. 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.
7. Carol Neubauer, Town Treasurer has filed forms to “chargeback” to the various taxing districts, their share of unpaid Personal Property taxes from 2006 payable 2007. 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. TOWN HALL:

- a. I will be out of the office on ~~Wednesday~~, **Tuesday**, April 8th at sales tax training in Duluth.

2. 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

Testimonial: Tom Ketchum, of The Horton Group, has asked if I or the Town of LaPointe would be willing to offer a testimonial on his behalf. His office sent several examples. I explained that I would be willing to do this, but only upon approval from the Town Board.

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3. SAFETY & BUILDINGS:

- a. The State of Wisconsin, Department of Commerce (WI DOC) Section Chief stopped by the Town Hall on Friday morning to introduce himself and see if there were any questions or concerns that he could address. He didn't do any inspections that I'm aware of, just chatted for a bit & left his business card. I believe he's the supervisor of the inspector that came several years ago regarding employee safety & policies.

4. TRAINING:

- a. After the election, I will hand out available training sessions on Open Records, Parliamentary Procedures, minute taking, etc. This information has been given previously, but newly elected may want to partake in some of the training that is available.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk