

# **ADMINISTRATIVE ASSISTANT REPORT**

## **April 2008**

04/18/08

### **FINANCIALS:**

1. Ashland County has paid the 2008 1<sup>st</sup> Qtr. Inter-municipal for the Town providing Ashland County Zoning/POWTS services. Ashland County has also paid the 2008 2<sup>nd</sup> Qtr Police budget allotment. Ambulance and other misc. billings, as well as Winter Transportation agreement billings have been sent. A large portion of my time has been spent working with Medicare on updating information and getting Medicare ambulance billings out.
2. The 1<sup>st</sup> Qtr Payroll, Unemployment and Sales tax reports are being completed and will be sent in (due by April 30<sup>th</sup>).
3. I brought the 2007 year-end audit records over to Maitland, Singler & Van Vlack on April 16<sup>th</sup>, for them to start the audit process. This segment of the audit is to review the financial records and complete the Form C report that is due to the Dept. Of Revenue (DOR) by May 15<sup>th</sup>. Mark Van Vlack has not set a date for the "testing" portion of the audit, but they typically come in June and spend a day on that part of the audit.
4. I am hoping to work on the closing of the accounting software program so I can get the monthly financials updated and presented to the Town Board shortly.
5. Airport extended parking renewal letters & applications will be sent out, since the permits expire April 30<sup>th</sup>. Annual tie-down letters and applications have also been sent.
6. I have not yet started on the insurance policy renewals.
7. I attended a Sales & Use seminar in Duluth last week which was very informative but came away with a lot of questions for them pertaining to purchasing by the Town from out of state vendors. In most cases, the town's tax exempt status is valid only in WI, unless other conditions are applicable.

### **GRANTS:**

1. Ted & I will be finishing the 2007 Recycling Grant final report (due April 30<sup>th</sup>). This report to the Dept of Natural Resources (DNR) accounts the Town's actual recycling program, expenditures and revenues, as well as collection & disposal information for 2007.
2. The Annual Materials Recovery Facility (MRF) Self-Certification to the DNR was submitted by the due date.
3. The number of grants awarded to the Town of LaPointe is growing. As you are aware, a WI Coastal Management grant was awarded for the North End Park. The Fire Dept has applied for several grants and the Ambulance Service was awarded one for radio upgrade.
4. Due to the increasing number of grants, and the project expenditures related to grant awards, the Town may be faced with having a more intense audit done

### **MISCELLANEOUS:**

1. The current propane supply & septic waste removal bids will be ending June 30<sup>th</sup>, 2008. The notices should be reviewed and updated shortly.
1. Town Dock leases for individuals should be addressed shortly and a per foot rate determined. Currently, the only lease in place is with Charles Nelson (Big Arnie). Will the rate be increased by the yr-end Consumer Price Index (CPI), which turned out to be 4.1%?
2. Nelson Construction will be submitting the tonnage report and payment for 2007 off-loading on the Town Dock.

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3. Copying & Records Document Procedures: When documents come for the Town Board and others, the normal procedure is: the Town Hall Clerical Staff receives & stamps the document, records who is to get copies (if it's to the TB, the clerk gets a copy and the Administrative Assistant), copies are made and put in "mailboxes" and the original is usually given to Waggie for filing. Sometimes, documents have come into the Town Hall, and have not gone through this procedure with any copy to the Administrative Assistant and the original is not left for Waggie to file into the vault (rendering the Town with no record of the document).
4. Waggie will be taking vacation time this coming Thurs – Tuesday.
5. As far as I can tell, the following Town Board (TB) minutes haven't been submitted to the TB for approval and placed in the official Town Board Minute Book:
  - a. 10/27/05 Budget
  - b. 11/02/05 Budget
  - c. 11/07/05 Budget
  - d. 10/25/06 Budget
  - e. 10/26/06 Budget
  - f. 01/29/08 Special w/TPC
  - g. 02/04/08 Special Dept Heads
  - h. 02/06/08 Special w/ US Army Corp

As part of the annual audit, the auditors review the official TB minute book and will need the books to be up to date, which include posting affidavits, agendas, draft or approved minutes for all TB meetings.

**ASSESSOR and BOR:**

1. I have given out several notices of Board of Review (BOR) training sessions. Please let me know if you want me to enroll you in one of these sessions. At least one member must have received certified training within the past two years. Training Certificates must be on file with the Clerk and submitted to the Department of Revenue (DOR) or the BOR may be invalidated. Please ask the Clerk for the training records.
2. Each year, the Town Board appoints alternates to the BOR. Last year, Judi Patterson was Alt. #1, and Burke Henry was Alt. #2. Do you want to post a sign up for alternates? Please see Jennie Sanders e-mail regarding this.
3. We have gotten a couple of calls wondering when the 2008 BOR will convene. According to statute, BOR is to convene within 30 days of the 2<sup>nd</sup> Monday of May. I have not seen any minutes from the 2007 BOR meetings. Did the BOR fix the date before they adjourned last year? If not, the date should be set.
4. I printed out WI DOR publications for BOR for the Town Board members/BOR. Extra copies are ready for the Alternates once they are appointed. Publication on tax roll preparation has been given to the clerk & treasurer. The last several years I have been doing the calculations & preparation of the assessment & tax rolls, and completing the various reports.
5. Due to WI DOR recommendations on the legalities of "giving notice of intent to file an objection", the Town Hall staff will direct any questions or contact on filing an objection for BOR to the clerk.

Respectfully submitted,

Barb Nelson  
Administrative Assistant/Deputy Clerk