

# **ADMINISTRATIVE ASSISTANT REPORT**

## **April 2010**

04/23/10

### **FINANCIALS:**

1. Ashland County has been billed for the 2010 1<sup>st</sup> Qtr. Inter-municipal for the Town providing Ashland County Zoning/POWTS services. Ashland County has also paid the 2010 2<sup>nd</sup> Qtr Police budget allotment. Winter Transportation reports have been sent.
2. Vouchers have been prepared to return “unspent” 2009-2010 Winter Transportation designated funds back to the three parties (Bayfield School, MIFL and the Town of LaPointe). A question has arisen that since the Town has designated fund accounts set up for replacement of roads equipment, ambulance, fire trucks and squad cars, should a fund be set up to start putting money aside for replace of Winter Transportation Equipment? Nothing was done within the 2010 budget, but something to think about for 2011.
3. The 1<sup>st</sup> Qtr Payroll and Unemployment reports have been completed and submitted (due by April 30<sup>th</sup>). Sales tax return for 1<sup>st</sup> quarter will be submitted by April 30<sup>th</sup> as well.
4. I brought the 2009 year-end audit records over to Maitland, Singler & Van Vlack on March 31<sup>st</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 17<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. They started the audit a few weeks ago, so quite a bit of my time has been taken up with their requests for information & documents.
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 will be sent.
6. I have not started on the insurance policy renewals, but will try to fit it in amongst the vouchers, payroll, new hires, in-coming & out going elected officials, billings, general public, ambulance & HIPPA notices that haven’t been sent out, County H billing for July-Dec, grant re-imbusement requests, year-end audit, Winter Transportation accounting, new grants, contract changes, etc, not to mention the actual 2010 monthly accounting & budgeting. Tom Casey, of American Agency has requested renewal information as he is interested in quoting the Town’s insurance.
7. Grant reimbursement request of \$178,500 to the United States Army Corp. of Engineers (USACOE) has been received. A voucher has been prepared to reimbursement Ashland County for their work done on the project.

### **GRANTS:**

1. As soon as Ted compiles his figures, I will be finishing the 2009 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 information for 2009. This is the final document that Maitland, Singler & Van Vlack need to submit the Town’s 12/31/2009 Form C to the WI DOR.
2. As you are aware, the number of grants awarded to the Town of LaPointe is growing. 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. Glenn is compiling a spreadsheet to track all of the grants awarded, in progress, revenues & expenditures year by year. The challenge will be to keep the spreadsheet information current.

## MISCELLANEOUS:

1. The current propane supply & septic waste removal bids will be ending June 30<sup>th</sup>, 2010. The notices should be reviewed and updated. The Town Board may want to decide to stay with bidding or purchase as they see fit. The liquefied petroleum (lp gas) state contract for the period July 1<sup>st</sup>, 2010 – June 30<sup>th</sup>, 2012 is underway.
2. Town Dock leases for individuals should be addressed and a per foot rate determined. Currently, the only lease in place is with C.A. Nelson & Son). Will the rate be increased by the yr-end Consumer Price Index (CPI), which turned out to be 2.7%? I have put together a schedule of dock lease information. Every few years, someone inquires about leasing space at the Town Dock.
3. Just as a reminder to everyone: **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. In the past, sometimes, documents have come into the Town Hall, and have not gone through this procedure leaving nothing to file into the vault (rendering the Town with no record of the document).
4. Waggie will be taking some vacation time off & on this month, working her time off around Town Hall activities.
5. **MEMORIAL DAY:** The town's usual bi-weekly payroll is scheduled to be done & up-loaded for Direct Deposit that day. Since it's a Holiday, payroll will be processed on Tuesday, June 1<sup>st</sup> and uploaded to Direct Deposit for Wednesday. I'll make sure to notify everyone on the Direct Deposit.
6. Patty has sent out liquor license packets for the new licensing period. She will be spending some time sorting the previous years' licenses, since a lot of the license holders want to use the previous year's copy to complete this year's application.

## ASSESSOR and BOR:

1. Board of Review (BOR) training sessions are coming up shortly. 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. I haven't seen any training records in the files. From what I understand, Jennie Sanders plans to be on the island the 1<sup>st</sup> week of May.
2. Each year, the Town Board appoints alternates to the BOR. Last year, Jim Patterson was Alt. #1, Judi Patterson was Alt. #2 and Burke Henry was Alt. #3. I haven't spoken to Burke or Judi about this. Do you want to post a sign up for alternates?
3. We have gotten a couple of calls wondering when the 2010 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 2009 BOR meetings. Did the BOR fix the date before they adjourned last year? If not, the date should be set.
4. Patty & I will print out WI DOR publications for BOR for the Town Board members/BOR. Extra copies will be ready for the Alternates once they are appointed. Publication on tax roll preparation will be 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. With Patty here, I hope to turn this clerk duty over to her, so that we have checks & balances in place.
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