

ADMINISTRATIVE ASSISTANT REPORT

April 2009

04/28/09

FINANCIALS:

1. Ashland County has paid the 2009 1st Qtr. Inter-municipal for the Town providing Ashland County Zoning/POWTS services. Ashland County has also paid the 2009 2nd Qtr Police budget allotment. Winter Transportation agreement billings have been sent. Bayfield School has sent a check, payment in full, for the Winter Transportation Agreement, so that issue is finished.
2. The 1st Qtr Payroll, Unemployment and Sales tax reports have been completed and submitted (due by April 30th).
3. I brought the 2008 year-end audit records over to Maitland, Singler & Van Vlack on April 16th, 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 15th. 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 have started the audit today, so my time the rest of the week will be taken up with their requests for information & documents.
4. Airport extended parking renewal letters & applications will be sent out, since the permits expire April 30th. Annual tie-down letters and applications have also been sent.
5. I am hoping to start working on the 2009 financial & budget reports soon. It's very difficult to do any type of reporting, reimbursement request, etc. when the General Ledger hasn't been done.
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 billing & accounting, Alternative Energy grants, contract changes, etc, not to mention the actual 2009 monthly accounting & budgeting.
7. Gene Nelson, of Nelson Builders has stopped in requesting information about the outstanding balances on the Town Hall addition dating back to 2001. He will probably be submitting a request, so Waggie & I will put together packets of research information for the next Town Board meeting

GRANTS:

1. I will be finishing the 2008 Recycling Grant final report (due April 30th). This report to the Dept of Natural Resources (DNR) accounts the Town's actual recycling program, expenditures and revenues information for 2008.
2. The Annual Materials Recovery Facility (MRF) Self-Certification to the DNR has not yet been submitted, But Bob Germer, WI DNR has been at the site and did his inspections.
3. 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.

MISCELLANEOUS:

1. The current propane supply & septic waste removal bids will be ending June 30th, 2009. The notices should be reviewed and updated. I have not been able to spend any time on this issue to research various ways of bidding nor have I had any discussions with the suppliers. Please see the packet you received today pertaining to information that the WTA sent. The Town Board may want to decide to stay with bidding or purchase as they see fit. However, the tank ownership will become an issue.
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 .1%?
2. 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 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).

3. Waggie will be taking some vacation time this off & on this month, working her time off around Town Hall activities.
4. **MEMORIAL DAY:** As you may remember, last year Ken Cadotte brought the question to the Town Board of who was going to be in charge of organizing the Memorial Day celebration. I sent a memo this morning to the parties that were involved last year, to see if they would continue their assistance. The celebration has pretty much continued with the help of Brian & Troy Nelson, Marina, Ken Cadotte, Howard Dalin (and many more).
5. **DEPARTMENT LIAISONS:** After the election, Waggie gave everyone the page from the current Town of LaPointe Personnel Policy listing the Dept. Liaisons (please see attached copy). New Depts./Town Board member liaisons should be appointed at least to take the positions that Jim Patterson & Mike Starck held. Or, the Town Board may decide to totally change all the liaison positions and reformat what departments are included together.
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.
7. There appears to be some questions regarding the Town using/following Robert's Rules of Order, so I have sent an e-mail to the WTA. Waggie & I haven't seen anything in the records, so perhaps someone would volunteer to research this in the Town records? I printed out some information for your review on this.

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.
2. Each year, the Town Board appoints alternates to the BOR. Last year, Judi Patterson was Alt. #1, and Burke Henry was Alt. #2. Jim Patterson was willing to be an alternate, he also felt that Judi was more than happy to again. I haven't spoken to Burke yet. Do you want to post a sign up for alternates?
3. We have gotten a couple of calls wondering when the 2009 BOR will convene. According to statute, BOR is to convene within 30 days of the 2nd Monday of May. I have not seen any minutes from the 2008 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.
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