

ADMINISTRATIVE ASSISTANT REPORT
May 2010

05/25/10

FINANCIALS:

1. Maitland, Singler & Van Vlack started the Town's financial audit, reviewed the financial records and completed the Form C report. I signed the Form C and submitted to the DOR by the deadline. The auditors will come and do the "testing" portion of the audit on Thursday, June 17th. I still have quite a bit of work to finish before they can come, so I'll need to have some uninterrupted time to get ready for the testing portion of the audit.
 - a. I will be asking the Treasurer and the Clerk to be here on the 17th so they can answer questions from the auditors.
2. Airport extended parking renewal letters & applications have been sent out, since the extended parking permits expired April 30th. Annual tie-down letters and applications have also been sent. In the letters sent out, we have information the permit holders that these letters will not be sent out any longer, since the information will be available on the Town's web-site.

GRANTS:

1. The 2009 Recycling Grant final report to the WI DNR accounts for the Town's actual recycling program, expenditures and revenues, as well as collection & disposal information. This reporting was electronically submitted and received by the DNR by the April 30th deadline.
2. Section 154 Downtown storm water grant reimbursement payment was received.
3. Alternative Energy Committee (AEC) has quite a few grants, but they are mostly reimbursable grants and I am in the process of requesting funds.
4. Both the ambulance and police have received their requested equipment purchase reimbursement.

MISCELLANEOUS:

1. Misc. billings will be sent out, along with parking tickets County H, ambulance billings & HIPPA notices, etc.
2. Laub & Horton will be submitting the insurance renewal quote for General & automotive coverage for the period of 6/10/10-06/10/11. Tom Casey, of American Agency has requested & received information to quote the Town's insurance as well.
 - a. Do you want the insurance agents, who do prepare a proposal to attend the 6/8 Town Board meeting to discuss their proposals?
 - b. Keith & I will be meeting with Tom Ketchum on Weds, May 26th to review a rather large questionnaire packet on the Towns' properties, equipment, buildings, etc.
3. I will be taking a couple of days off early in June and again in late-June after the audit, and Waggie is taking time off here and there. We both have vacation time to use before our anniversary dates. So, some days the Town Hall will close early. When that happens, we always try to put a sign or note up letting the public know.
4. Patty has been doing a great job of being involved with all the various town issues, clerk's duties, correspondence and communication. In order for me get back to dealing more with the "numbers" aspect of my job, I'd like to request that Patty become the "go to person" for questions, research, etc.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk