

ADMINISTRATIVE ASSISTANT REPORT

May 2008

05/22/08

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 12th. They typically are here for 1-2 days and my time is totally devoted to them while they are here and for a few days before and after. I have asked the Treasurer and the Clerk to be here on the 12th 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. Gene Nelson has expressed interest in applying for a hangar lease for Lot #11A, so I've sent him the modified hangar lease for #11A.

GRANTS:

1. The 2007 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 mailed to and received by the DNR by the April 30th deadline. The Town's recycling expenditures were not as high as what was applied for & granted by the DNR, so the Town may have to reimburse the grant/DNR of a couple hundred dollars.
2. I am starting the paperwork for the Section 154 project (Downtown Stormwater) reimbursement requests – both for the "pre-agreement expenditures" and later expenditures. Keith & I will need to spend some time reviewing the sub-contractor expenditures to make sure that they qualify for reimbursement.
3. The expenses incurred for the April 11th, 2008 snow storm have been compiled and will be submitted to Dorothy Tank, Emergency Services Director for Ashland County.

MISCELLANEOUS:

1. Monday, May 26th is a holiday, so the Town Hall will be closed.
2. Misc. billings have been sent out, along with parking tickets etc.
3. Laub & Horton will be submitting the insurance renewal policy for General & automotive coverage for the period of 6/10/08-06/10/09.
 - a. Please see my May 9th, 2008 memo with regards to Tom not being able to attend a town board meeting until June 24th, unless a special one is held. This hasn't been on any of the TB agendas, so I haven't known what to tell Tom.
4. I will be taking a couple of days off early in June and again in mid-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.
5. Dorothy Tank has inquired, since the election, what the Line of succession is for emergency notification, etc. Do you want it to remain the same as:

Tuesday, October 9, 2007, 5:30 P.M.

D. Settle on chain of contact, after town chair, for Ashland County in emergency
Mike Starck moves -- that the order of contact should be in the same order as the County Phone Book, with home and cell numbers provided – Ham Ross Seconds – motion carries -- 4 ayes.
6. She also wondered if anyone from the Town of LaPointe planned to attend the meeting in Mellon on Weds, May 28th?

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7. I am very confused about what the Town Board decided for the posting notices on propane:

Tuesday, May 20, 2008

It will be Noticed and expected that swapping tanks will be the responsibility of the vendor. Also, want bid to be in terms of price above RAQ (sp?)

Mike Starck moves – to construct bid documents as Greg Nelson says – Beth Fischlowitz seconds – Motion Carries -- 5 ayes (To be ready at next LaPointe Town Board meeting.)

I don't know what this means, but am gathering the Town Board wants to review the bid notices at the May 27th, 2008 Town Board meeting, which means the publishing & bid dates must be changed from what was first submitted. Please advise what exactly you want in the notice and the date the bids are due and will be opened.

I haven't gotten any answer from the Wisconsin Town's Association as to how notices must be done, if the Town Board may choose to purchase propane from the State of WI cooperative purchasing. With the cooperative purchasing, I believe the rates fluctuate weekly.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk