

# ADMINISTRATIVE ASSISTANT REPORT - Addendum

August 2014

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## 1. MISCELLANEOUS:

### a. LICENSING:

1. In years past, an enforcement officer/agent with the WI Dept. Of Revenue (WI DOR) Alcohol and Tobacco would come to the island and, along with the Police Chief, inspect each of the alcohol licensed establishments on Madeline Island. For whatever reason, this hasn't been done for quite a while.
2. Every year during alcohol license renewal time (and sometimes during the year), a lot of questions are asked of the Town Hall staff pertaining to the rules and regulations governing alcohol selling, licensing, permitting, etc.
3. Therefore, I have scheduled Waggie & myself to attend the WI DOR presentation that is being held on Weds. Sept. 3<sup>rd</sup> at 1:00.

### b. PARKS BUDGET:

1. While working with Kristian on the 2014 & 2015 budget process, we have decided to try to separate out some of the expenditures that are related to Big Bay Town Park (BBTP). We have set up a general expense, cleaning & paper expense and a utilities expense line item. Hopefully I will have time to go back and recode the Jan-July expenses into these line items.

### c. COUNTY LEVY EXEMPTION:

1. I struggled with putting the figures together to formulate this Resolution #2014-0826, since specific Ashland County budgeted revenues and expenditures are needed and it was difficult for me to pull those specifics from their budget report.

### d. WINTER TRANSPORTATION COMMITTEE:

1. *Appointed at the July 11, 2000 Town Board Meeting. Members of the School District of Bayfield and the Madeline Island Ferry Lines will choose a representative.*
  - *Whereas the Town Board of the Town of La Pointe wishes to retain final decision making power related to the windsled system but wishes to delegate the gathering of information related to the system, the negotiating process and the making of recommendations regarding purchase of equipment and administering a contract between the Town of La Pointe which will own the equipment and an operating company that will be in charge of operating the windsled equipment.*
  - *DISBANDED June 4, 2009.*
2. The previous committee had (1) MIFL, (1) Bayfield School, (1) Town Board member and (2) Citizens At Large. Some discussions have taken place and questions raised with regards to having Arnie Nelson on as a voting member of the Winter Transportation Committee (WTC); will he need to abstain for any discussion or voting on any winter transportation issues and the need for his input.
  - Since the inception of the WTC back in 2000, Arnie was not on the committee but attended most of the meetings and offered advice, opinions and direction.
3. The amount for daily winter transportation (van and Windsled), the Town's contribution to Designated Fund, as well as related operating and contributory costs are needed for preparing the 2015 budget.

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**e. BUDGET AMENDMENT #2014-03**

1. This amendment was done in order to “correct” some of the over budgeted expenditure line items. I always try to use funds within a department to off-set overages – for example, increasing highway/roads revenues to off-set highway/roads increased expenditures.
2. There is a color coded version on the Town Board table for everyone to reference and track each section of the budget amendment.

**f. VOLUNTEER FUND ORDINANCE #2014-06**

1. I requested the Ambulance Service and Fire Department to adopt a process for having their approved expenditures treated as Alternative Claims, just as the Madeline Island Library does – an authorized person to sign off and the day after their monthly meeting bring them to the Town Hall for payment processing.
2. I am assuming that the Fire Department and Ambulance Service will each “appoint” one of their Designated Funds to be subject to this Ordinance.

**g. LIBRARY and ALTERNATIVE ENERGY COMMITTEE (AEC):**

1. The Madeline Island Library Board has approved a \$5,000 “contribution” to the AEC project. The funds will be placed in AEC’s Designated Fund.

**h. EXCEL ENERGY CLAIM:**

1. Not exactly sure what this faxed claim pertains to. I’ve spoken briefly with Keith Sowl regarding it and will outline information later. But legal and insurance advice should be addressed by someone.

**i. INVASIVE SPECIES:**

1. Just a reminder that a presentation will be given at the MI Public Library on Saturday, August 30<sup>th</sup>, at 1:00.

Respectfully submitted,

Barb Nelson  
Administrative Assistant