

ADMINISTRATIVE ASSISTANT REPORT

October 2012

10/20/12

1. MISCELLANEOUS:

- a. Tom Ketchum, the Town's insurance agent, has offered to come to the island to do a presentation regarding insurance issues pertaining to volunteer Fire Fighters and/or Emergency Medical Technicians (EMTs).
- b. The agreement between the Town of LaPointe and Arnie Mackey Construction has been signed, the Performance and Payment Bonds received and the first draw paid to them.

2. TAXES:

- a. The Statement of Assessment (SOA) 2012 was done and submitted by Ashland Cty. The Assessor made an adjustment and resubmitted the SOA.

3. GRANTS:

- a. BBTP: The Town received the two grant advance payments from the WI DNR. Keith & I will need to organize and calculate the expenses pertaining to each grant, in the hopes of putting together timely reimbursement requests.
- b. Griggs Approach:
 1. The Town hasn't expended too much as of yet on this project, mostly engineering & legal expenses.
- c. Recycling: The Town's Responsible Unit Grant (RUG) application for 2013 was completed and submitted to the WI DNR by the October 1st due date.

4. FINANCIALS:

- a. The 3rd quarter payroll tax returns and the 3rd qtr. sales tax return will be completed & mailed before the due date of 10/31/12.
- b. After all the budget workshops are over, I'll be verifying the budgeted line items as best I can, making any changes as were discussed at the budget workshops, shifting the figures into what's known as "Burke's Reports", and laying out various project costs for the Town Board. Some changes (hopefully improvements) to the layout of the historical information will be made to the reports that perhaps the Town Board will find helpful.
 1. The Levy Limit calculation sheets have arrived from the WI DOR and Patty will be handing them out shortly. These show the amount the Town's tax levy may increase without the going through the resolution process to increase the levy over and above what is allowed. It appears that the allowable tax levy increase will be minuscule; therefore the Town Board (and Town Electors) will need to pass a resolution authorizing the levy increase.
- c. The town's Management's Discussion & Analysis report was incorporated within Maitland, Singler & Van Lack's audit report for the period ending 12/31/11. The audit reports have been handed out to all Town Board members, clerk & treasurer. A copy of the audit report will be sent to Bremer Bank as part of the loan agreements, and one will be sent to the WI Dept. of Admin. as required by grant funding levels.
 1. I'll be sending a letter to Maitland Singler & Van Vlack requesting a cost estimate for doing the audit for the year ending 12/31/2012. Based upon the expected expenditures in 2012 for BBTP and Griggs Approach, the Town may be required to have a Single Source Audit incorporated in the usual annual audit. The Town hasn't been subject to one of these in the past, so I have no idea of what to expect as far as cost, timelines, procedures, etc. I'll try to find out more by the next Town Board meeting.

Respectfully submitted,

Barb Nelson Administrative Assistant/Deputy Clerk