

ADMINISTRATIVE ASSISTANT REPORT

November 2008

11/18/08

1. MISCELLANEOUS:

- a. Due to basketball season starting, Waggie's work start & end times may fluctuate some days.
- b. I've sent letters out to the holders of Airport parking permits that have expired.
- c. The new Fire Dept. pumper truck will be ready the first of December and several Fire Dept. members plan to travel to Sioux Falls, SD to inspect, train and drive the pumper back to the island. Final payment will need to be made, as well the truck placed on the town's insurance. They plan to leave on Mon, Dec 8th.

2. TAXES:

- a. The Town has received Certified Tax Levy Apportionments from WITC, the Bayfield School, Ashland County and State of WI, and Madeline Sanitary. As soon as the State School Tax Levy Credit & Lottery credit information arrives (normally the end of Nov), I will update the summary report on the tax Levies.

3. FINANCIALS:

- a. The 2009 Proposed Budget has been set and various budget reports have been copied for public and are in the old Town Hall ready for the budget hearings & meetings on **Monday, Dec 1st**. I will be gone on Thurs, December 4th & Friday, December 5th so I will start the tax roll calculations on Tues and fax to Ashland County on Weds.
- b. Based on some department's 2008 estimated expenditures and revenues, another budget amendment will need to be drafted for those departments who estimated that their department will be over budget at the end of 2008.
- c. The misc. billings have been caught up, with the exception of the SRE building to WI BOA/DOT. I'm waiting on figures & reports from Emmer that must be submitted at the same time. The Madeline Sanitary District has paid for the 1,500 tons of gravel that we billed them.
- d. How does the Town Board wish to deal with POWTS expenses? I sent Ashland County a bill for Jen's training mileage & ferry boats costs (per the Inter-Municipal Agreement). The billing was \$221.45 and they reimbursed the Town \$167; a shortage of \$54.45, due to a lesser mileage rate.
 1. A new Inter-municipal Zoning Services agreement between Ashland County & the Town of LaPointe needs to be drafted for 2009.
- e. Most grant awards allow re-imburement for equipment and full labor costs. Currently these costs are not reflected on the General Ledger or Budget reports. After talking with the auditors, it's been decided that each month I'll make adjusting entries to the Capital Outlay Projects line items for these calculated expenses and off-set with an entry to a Highway Revenue internal account. The same will be done between the airport and roads for the value of equipment used at the airport. By doing this, the Town's General Ledger Accounts, budget reports & final year-end Form C & audit reports will more accurately state the cost of these projects.

4. GRANTS:

- a. The Town's various grant agreements regarding audit requirements are being sent to Maitland, Singler & Van Vlack, so they are aware of the potential audit requirements that the Town may be responsible for having done. The audit requirements vary from grant to grant, level of funding received, town funds expenditures, and funding source (Federal, State or local).
- b. The Fire Dept. received the \$4,049 from the US Dept. of the Interior for tools, etc. Red has been handling the purchasing of the supplies allowed by the grant. I hope to start submitting requests for funds from WI Focus on Energy, WI Office of Energy Independence, WI DNR & WI Coastal.

Respectfully submitted,

Barb Nelson Administrative Assistant/Deputy Clerk