



Jon Auge <missionsupjon@gmail.com>

Physical Inventory

1 message

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To: Robert STEELE <baslakebob@gmail.com>, Jim Roach <jroach@brainerd.net>, Anna Anderson <missionclerk@gmail.com>, Mary Zabilla <missiontreasr@outlook.com>, Chad Allord <Chad.allord@gmail.com>

FYI. One of our 2024 initiatives is to complete a physical inventory for town assets. Mary prepared the attached spreadsheet to collect the information in a uniform way across departments/users but was not able to share it at our June meeting due to our internet issues. I have added tabs by department to make it easier to track.

I would propose the following owners for each department:

General Ops - Mary Zabilla (this will primarily include town assets for the clerk & treasurer)

Cemetery - Jim Roach

Fire - Chief Allord (I know your inventory is in process, so we just need the data added to our file)

Park - Bob Steele

Roads - Jon Auge

Town Hall Site - Jon Auge

Transfer Station - Jim Roach

I will take ownership to add our building data (town hall/fire hall, maintenance building, park pavilion and shed) from our latest insurance binder. Our intention with the inventory is to capture significant items that should be insured or would be more expensive to replace or may by quantity be significant such as within the Fire Department. Mary will be the focal point for completed spreadsheets for collation.

I thought I would send it out in the event people want to get started and for review prior to our July meeting. We can address questions and discuss them further at our meeting. The goal is to complete our inventory by October 1st if possible.

Jon Auge

Mission Town Board Chair

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 **2024 Physical Inventory Spreadsheet.xlsx**
27K