

Joint Meeting Minutes of  
Administrative and Finance Committee  
&  
Executive Committee  
December 18, 2007  
5:30 p.m.

The Executive Committee was called to order by Chairperson Loken at 5:30 p.m. Present Loken, Babcock, Kirslenlohr, Renner. Grabarski excused for attendance with Administrative and Finance Committee.

The Administrative and Finance Committee was called to order by Chairperson Sebastiani at 5:30 p.m. Present, Keckeisen, Grabarski, Sebastiani. Excused West, Davis.

In attendance Administrative Coordinator/Director of Finance, Barb Petkovsek and Corporation Counsel/Personnel Director, John Albert, Supervisor Dehmlow, Supervisor Kotlowski and Highway Commissioner Chamberlain.

Motioned by Renner/Kirslenlohr to approve the Executive Committee agenda. Motion carried by unanimous voice vote. Excused Grabarski.

Motioned by Grabarski/Keckeisen to approve the Administrative and Finance Committee agenda. Motion carried by unanimous voice vote. Excused West, Davis.

Motioned by Renner/Babcock to keep building changes and costs consistent with the same motion made at the Executive Committee meeting.

**\*\*\*\*Motion from December 11, 2007 Executive Committee Meeting (*Motion by Renner/Kirslenlohr to accept the bid of T.J. Construction, Inc., not to exceed \$5,000, and to substitute wood doors rather than commercial doors. Motion carried.*)**

Much discussion took place in reference to remodeling cost, location and accessibility of Corporation Counsel/Personnel Director's staff. Discussion also related to the relocation of MIS and utilization of the current printshop area.

It was unanimously agreed upon by both attending committees that a combined vote be taken. Motion to keep building changes and costs consistent with the same motion made at the Executive Committee carried by unanimous voice vote.

Motioned by Keckeisen/Grabarski to take money for remodeling project from the contingency fund not to exceed \$5,000. Motion carried by unanimous voice vote.

Motioned by Grabarski/Keckeisen to adjourn the Administrative and Finance Committee Meeting at 6:05 p.m. Motion carried by unanimous voice vote.

Motioned by Renner/Babcock to adjourn the Executive Committee Meeting at 6:05 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,  
Cindy Phillippi  
Recording Secretary

These minutes have not been approved by the Administrative Finance Committee