

## **ADMINISTRATIVE & FINANCE MEETING MINUTES**

November 14, 2011, 9:00 a.m., Room A160

The meeting was called to order by Chairman West at 9:06 a.m. The meeting was properly noticed. Present: West, Sebastiani, Renner, Kotlowski and Ward. Also present: Phillippi, Djumadi and Larson.

Motioned by Kotlowski/Sebastiani to approve the agenda. Motion carried by unanimous voice vote.

Larson gave an update on office activities. A contingency fund/general fund balance document was handed out. EPA Brownfield Assessment Grant document was handed out. Lynn from Ayres was on speaker phone to explain Brownfield Assessment.

Sebastiani excused at 10:15 a.m. for phone conference call with Albert.

Sales tax document was handed out. Proposed budget amendment handout was provided.

Murphy present at 11:22 a.m. informed committee of loss of DATCAP funding.

Sebastiani present at 11:37 a.m.

Motioned by Sebastiani/Kotlowski to approve the check register. Motion carried by unanimous voice vote.

Phillippi, reported on office activities.

Larson provided Treasurer's investment report for Bays.

Motioned by Ward/Renner to approve and forward records retention ordinance to county board. Motion carried by unanimous voice vote.

Next agenda items:

Operation goals/objectives moving forward

Cohen to convert fund balances applied to carryover object code 999 after 2012 budget adoption.

Ward asked to be excused at 12:31.

Motioned by Kotlowski/Sebastiani to adjourn at 12:35 a.m. Motion carried by unanimous voice vote.

Set next meeting date December 12, 2011 at 9:00 a.m.

Respectfully submitted,

Cindy Phillippi  
Recording Secretary