

Administrative & Finance Minutes
November 9, 2010

Meeting called to order by Sebastiani at 1:00 p.m.

Present were Supervisors Renner, Kotlowski, Sebastiani. Excused were West and Ward. Liz Hendrickson was present in place of Barb Petkovsek.

The meeting was properly noticed.

Motion by Renner/Kotlowski to approve the agenda as presented. Motion carried by unanimous voice vote.

Motion by Renner/Kotlowski to approve minutes from 9/29, 9/30, 10/1, 10/4. Motion carried by unanimous voice vote.

No public participation and no correspondence.

Fund balance, cash reconciliation and sales tax revenue reports were provided. November 29, 2010 will begin the preliminary audit and the final audit will be April 2011.

Postponed agenda items: 8-e, carry-over account, 8-f, interaction/involvement of committee in audit/exit interview and 8-g, credit card policy.

Next agenda item: Identify Theft Prevention Program.

Motion by Kotlowski/Renner to approve the check register as presented. Motion carried by unanimous voice vote.

Mary Ann Bays Treasurer had no updates on tax deeded property.

Next meeting date scheduled for December 7, 2010 at 9:00 a.m.

Motion by Kotlowski/Renner to adjourn at 2:10 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi
Recording secretary