

ADMINISTRATIVE & FINANCE MEETING MINUTES

January 8, 2016 2:00 p.m. Room A160

The meeting was called to order by Chairman West at 2:00 p.m. The meeting was properly noticed. Members present: Babcock, Grabarski, Hamburg, Kotlowski and West. Also present: Rathermel, McGhee, Zander, Kubisiak and Phillippi.

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

Motioned by Kotlowski/Babcock to approve the minutes from November 13, 2015 and December 8, 2015. Motion carried by unanimous voice vote.

Public participation: None

Correspondence: None

Item #8: Treasurer:

- a) *Tax Deed Property* – Update was provided
- b) *Financial report* – Handout was provided
- c) *Office activities* – Updated was provided

Item #9: MIS: Verbal updates were given for the following items:

- a) *Office activities* – Updated was provided
- b) *Financial report* – None

Item #10: County Clerk/ACDoF discuss and/or act on:

- a) *Office activities* – Update was provided

Upcoming agenda items: None provided

Next meeting date set for February 5, 2016 @ 2:00 p.m.

Motioned by Grabarski/Kotlowski to adjourn at 2:29 p.m. Motion carried by unanimous voice vote.

Respectfully submitted, /s/ Cindy Phillippi, Recording Secretary
These minutes have been approved by the committee.