NOTE: Formal minutes are not produced for committee meetings; however the following summarizes actions taken at the following meeting of the Administration Committee

Meeting called to order: 3:35pm

**Councilmembers present:** Sue Sgambelluri, Steve Volan  
**Councilmembers absent:** Dave Rollo, Jim Sims  
**City staff and officials present:** Stephen Lucas, Emily Pierson, Caroline Shaw, City Clerk Nicole Bolden

**Topics Discussed:**

1. Summary of Rules Committee work  
2. Agenda for 2020  
3. Hiring procedures for staff  

There was not a quorum of members present.

**Meeting ended:** 4:38pm

Memorandum prepared by:  
Nicole Bolden, Clerk  
City of Bloomington