

MEMO

To: Elected Officials/Department Heads
From: Clerk for the Williams County Commissioners
Date: December 5, 2012
Re: **NO SESSION – 12/10/12**

PLEASE BE ADVISED

12/10/12: The Commissioners will **NOT** be in session on *Monday, December 10, 2012*, due to the fact that they will be attending CCAO Winter Conference.

12/11/12: The Commissioners Office will be closed on Tuesday, December 11, 2012 due to Winter Conference.

Please make arrangements to have Bills and Transfers submitted by the end of today for signatures on Thursday, December 6, 2012. The next session day will be Thursday, December 13, 2012.

I apologize for any inconvenience this may cause. If you should have any questions or concerns please feel free to contact the Commissioner's Office.

Thank you for your time and consideration.

Anne M. Petcher

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Clerk for the Williams County Commissioners