



**Village Of Lawrence**  
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**Administrative Committee  
Meeting Minutes**

January 17, 2012

Opened Meeting at 7:00 PM.

Present: Webster, Nower, Alburtus, Schaut

Absent: Ludwig, Utter

- ❖ Signifies council action needed.

Review and approve / disapprove meeting minutes from the December meeting.

*December Minutes were reviewed and approved. Motion was made by Webster and 2<sup>nd</sup> by Nower, motion passed.*

Old Business

1. Village Personnel Policy Review- Tabled
2. Review Managers Ordinance – incorporate comments received.  
Public Hearing set for February 14<sup>th</sup> @ 6:30  
*No additional comments were received regarding the proposed ordinance*

- ❖ *Council approves / disapproves Manager Ordinance.*

3. Twp/Village office space agreement. – Agreement signed by both parties and executed.  
*Schaut reported the agreement has been executed.*

New Business

1. Bank Reconciliations Status – December  
*Schaut reported all reconciliations were completed without issue.*
2. Treasurer Report – Janet – as of 1-16-12 total outstanding is \$28,351.24  
*Schaut reported as of 1-16-12 total outstanding tax collection amount is \$28,351.24.*
3. Reconciliation of taxes collected vs. acct.s receivable (Pontem vs. BS&A) – completed w/o issues  
*Schaut reported all reconciliations were completed without issue.*
4. Update Committee on temp agency person training to fill in while Genny is out – Ken  
*Schaut reported training is going well and we should be all set for the transition.*

Discuss topics/concerns/ suggestions from each of the committee members.

2012 / 2013 Budget – *Webster reported she is finalizing the first draft and plans to distribute to members on Monday, January 23<sup>rd</sup> for their review and comment.*

*Schaut suggested disposing of all the old computers, printers, etc. and it was suggested we contact Good Will to see if they would take them for recycling. It was also suggested we look into having Best Way Disposal provide a cost for the Village to have a one-day collection for electronic refuse. Schaut will look into both options and report back to the committee.*

Field Questions and/or concerns from the public.

*No public in attendance*

Motion to adjourn by Nower and seconded by Webster. Motion passed.

Meeting adjourned at 7:30 p.m.

Minutes prepared and respectfully submitted by Ken Schaut.