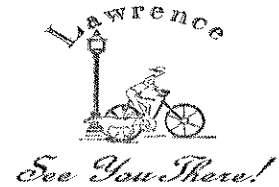


Village Of Lawrence

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Administrative Committee Meeting Minutes

October 18, 2011

Open meeting at 7:00 p.m.

Present: Alburtus, Nower, Webster, Schaut, Ludwig

Absent: Utter

Webster motioned to approve minutes from August meeting, Nower supported.

Old Business

1. Village Personnel Policy Review.

Tabled until November meeting. Committee will review policy before November meeting.

New Business

1. Bank reconciliations update – September

Complete – no issues.

2. Treasurer Report/Update

Treasurer absent – no report.

3. Reconciliation of taxes collected vs. A/R

Complete – no issues.

4. Dashboard/Citizen's Guide

Available online at www.lawrencemi.org, see bottom of homepage for link.

5. Internet connection options

Quotes from Verizon and Comcast or not feasible. Continue to monitor I2K service, as is offered at no charge at this time.

6. New account proposal, "Equipment Allocation Fund", put 10% of rental fees into this fund which would be restricted for future equipment purchases.

Approved. Ludwig to begin process of opening account with Chemical Bank.

7. Discuss responsibilities of office staff regarding the DDA accounting activities.

Webster to discuss with Gary Barton, Treasurer of DDA, and report back in November.

8. Discuss police contract & cell phone expenses.

Contract same as 2011, price is \$79,764. Add additional for possible changes to deputy's insurance status as well as additional for cell phone expenses, which should be paid by Village.

9. Discuss temporary office staff while Genny is off.

Staff should be in place and begin training during first week of December. Training should be at least two weeks in office while Genny is still available.

10. Major Street Deficit Elimination Plan

Letter from State Treasury received stating plan is feasible.

11. Budget Amendments – Review of Revenue & Expenditure report at 09/30/11.

Amendments pending Council approval.

Motion to adjourn by Nower, supported by Webster. Meeting adjourned at 8:20 p.m.

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