



Village Of Lawrence
157 N. Paw Paw
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**Administrative Committee
Meeting Minutes**

April 19, 2011

*Present: Utter, Webster, Schaut, Ludwig
Absent: Nower, Alburtus*

Open Meeting at 7:07 PM.

Utter moved to approve minutes from the March meeting, Webster supported.

Old Business

Village Manager Ordinance review/discussion

Tabled. Ludwig will email committee members with ordinance and reminder to review before May meeting.

New Business

1. Bank Reconciliations update – March
Complete, no issues per Ludwig.

2. Treasurer report – update
Outstanding at \$29,217.94 on 02/13/11 per Utter.

3. County Road Commission on summer hours – is this something we should discuss to lower village costs?
Committee to discuss further at May meeting.

4. Code Enforcement – future activities.
Schaut to accompany Village Code Enforcement Officer, Jim Lechenet to review and address several properties that need a first warning or follow-up action after first warning.

5. Audit
Seber Tans to begin field work on Tuesday, April 26 per Ludwig.

6. Seber Tans Contract Renewal
Engagement letter from Seber Tans proposes a cost of \$10,500, \$10,900 and \$11,300 for 2011, 2012 and 2013 respectively for financial services. Costs are 40% lower than previous three-year contract.

**Council approves/disapproves renewal of three-year contract with Seber Tans at proposed costs.*

Discuss topics/concerns/ suggestions from each of the committee members.
None.

Field Questions and/or concerns from the public.
None.

Meeting adjournment at 7:45 p.m.