



Village Of Lawrence
157 N. Paw Paw
P.O. Box 217
Lawrence Michigan 49064
(269) 674-8161 • Fax (269) 674-3004

**Administrative Committee
Meeting Minutes**

May 17, 2011

Open Meeting at 7:00 PM.

Members Present: Schaut, Utter, Alburtus, Nower, Webster.

Absent: Ludwig

Approve / disapprove minutes from the April meeting.

- *Motion by Alburtus to approve and seconded by Utter. Motioned passed.*

Old Business

Village Manager Ordinance review/discussion

- *Committee reviewed and asked for more time to complete. The committee plans to make a recommendation to council at the regular meeting in July.*

Railroad Agreement – still waiting to hear from Attorney

- *No action taken.*

4 day work week – Pros / Cons

- *Committee discussed the pros / cons of going to a 4 - 4.5 day work week in an effort to reduce costs. Cons discussed were: no one here on Fridays if 4 day week was approved, overtime issues to resolve. Pros discussed were: Good moral booster for employees, some general savings realized, more opportunity for residents to visit office after work, etc. Committee recommends this possibility be reviewed by the Public Services Committee (PSC) before further action is taken. Schaut will ask that it be added to the PSC Agenda.*

New Business

1. Bank Reconciliations update – April

- *Schaut reported all the reconciliations have been completed for April without any issues.*

2. Treasurer report – update

- *Utter reported the outstanding tax collection balance is \$23,877.87.*

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

- *Schaut reported we received the County 911 Plan Amendment and a final hearing has been scheduled for August 23, 2011 @ 4:00pm at the County Administrative building in Paw Paw.*
- *Schaut reported we received information from the County Treasurer regarding Tax Reverted Property within the Village Limits. Both properties listed are on Bangor Rd.*
- *Webster asked that the suggested "scorecard & financials" that the Governor has required be added to the agenda for next months meeting.*
- *Webster asked that the current village personnel policy be added to next month's agenda for review by the committee.*

Field Questions and/or concerns from the public.

- *No Public in Attendance*

Nower motioned for adjournment and Webster seconded the motion. Motion passed.

Meeting adjourned at 8:25 pm