



Village of Lawrence
Administrative Committee Minutes
June 21, 2011

Present: Nower, Webster, Alburtus, Utter, Schaut (Ad Hoc)
Absent: Ludwig
Guest: None

Motion by Webster supported by Alburtus to approve May 17, 2011 minutes. Motion carried.

Old business.

- Village Manager Ordinance reviewed and worked on
- 4 Day work week – The DPW and Village office would work 4 ½ days a week 8:00 AM – 6:00 PM, Monday – Thursday, 8:00 AM – noon on Friday. Effective July 19th – September 2nd, 2011 for summer hours.

New business.

- Bank Reconciliation's update – May complete.
- Treasurer report – Received \$35,413.55.
- ECCU Business accounts – Discussed renewal of CD
- Dash board requirement for State Shared Revenue. MSU is creating a template for MML.
- Reconciliation of taxes collected vs. accts receivable. Genny is working on
- Personnel Policy. Will be worked on at July administration meeting.
- DDA light project. Sidewalk in front of Simple Confronts is in bad shape. Cost to replace broken sidewalk is \$1250.00. The DDA and Village will share costs of a new sidewalk to be replaced.

Motion by Webster supported by Alburtus to adjourn meeting. Motion carried.

Meeting adjourned at 9:00 PM.

Respectfully submitted:

Lucinda R Nower, Clerk /Trustee