



Village Of Lawrence
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Administrative Committee Meeting Minutes

August 16, 2011

Open Meeting at 7:00 PM.

Present: Janet Utter, Lucinda Nower, Mary Webster, Patton Alburtus, Ken Schaut.

Absent: Genny Ludwig

Review and approve / disapprove meeting minutes from the July meeting.
Nower motioned to approve and Alburtus seconded, motion passed.

Old Business

1. Village Personnel Policy Review

The Committee briefly reviewed the Policy. It was decided more time is needed for review / comment and it was also suggested we review other municipal policies that are approximately the same size as our village.

2. Reconciliation of taxes collected vs. acct.s receivable (Pontem vs. BS&A)

August is the first month that the data is available so Genny will be working on this task.

New Business

1. Bank Reconciliations update -- July

Schaut reported reconciliations have been completed without any issues.

2. Treasurer report -- update

Utter reported \$30,267.81 has been collected thus far.

3. Dash board requirement for State Shared Revenue - discuss use of templates

The dash board requirement was discussed and templates provided were reviewed. Office staff will be gathering data for the preparation of the dash board. Schaut and Webster will be planning to meet to prepare the dash board for submission.

4. Talk about a written Debt reduction plan for Major St. Fund

Schaut reported he has been in contact with our accountant regarding this issue and is waiting for his response.

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

Field Questions and/or concerns from the public.
None

Utter made a motion to adjourn and motion was seconded by Nower. Motion passed
Meeting adjourned at 8:30 p.m.

Minutes prepared / submitted by Ken Schaut