



Village Of Lawrence
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**Administrative Committee
Meeting Minutes**

October 18, 2016

Open Meeting at 6:00 PM.

Present: Janet Utter, Dave Quick, Lucinda Nower, Kim Babcock

Absent: Dan Faulkner, Rick Weston, Pat Alburtus

Review and approve / disapprove meeting minutes from the July meeting. Nower motioned to accept minutes, Babcock seconded, all were in favor.

Old Business

1. Junk/Burn Ordinance
2. Server - installed and BS&A transferred over (need to work on the remote access)
3. ECCU Savings account - Closed the account and need to put \$991.20 in general savings

New Business

4. Bank Reconciliations Status -September are done
5. Treasurer Report -Taxes collected as of 10/18/16 \$176,250.48, yet to be collected \$30,527.42
6. Office for Pat - discussion was held about talking to the Township about getting space in the office that they rent from us. Dave Quick was going to get in touch with them.
7. Remodeling of Break Room - Discussion was held and it was suggested that we make the back bathroom ADA compliant and replace the toilet in the front bathroom before remodeling the break room. Need to get quotes to have this done.
8. Change of User for Chemical Bank online account - signatures were obtained and Kim will take form into Chemical Bank and have them change the user name to DFaulkner.
9. New GL #'s for vacation and bereavement have been put into General Ledger
10. Van Buren County Police Contract Renewal - this was motioned by Nower and seconded by Utter to send contract renewal to council for approval. All were in favor.
11. MML Worker's Comp Evaluation

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

Field Questions and/or concerns from the public.

Motion to adjourn by Utter and seconded by Nower. Motion passed.

Meeting adjourned at 6:26 p.m.

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