



Village Of Lawrence
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**Administrative Committee
Meeting Minutes**

December 20, 2016

Open Meeting at 6:00 PM.

Present: Kim Babcock, Dave Quick, Dan Faulkner, Janet Utter, Pat Alburtus

Absent: Cindy Nower, Rick Weston

Minutes from the October meeting were approved, motion by Quick, seconded by Alburtus all were in favor.

Old Business

1. Junk/Burn Ordinance
2. Office for Pat - desk in back break room, only problem is that electric is not working.
3. Remodeling of Break Room & Bathrooms - holding off until next budget year

New Business

1. Bank Reconciliations Status -October & November are done
2. Treasurer Report -Taxes collected as of 12/20/16 \$176,250.48, yet to be collected \$30,527.42.
3. Budget Requests - fax machine, computer for Pat, another computer for office.
4. LawrenceVillage.org domain to expire in 2017 - Committee chose not to renew this domain, motioned by Babcock, seconded by Utter.
5. List of Officials clerk & treasurer appointment due on February 28th - discussion was held and appointments will be made at next council meeting.
6. Paychecks delivery service - paychecks are going to a courier delivery service, but we can opt out and stay with UPS. Discussion was held and it was determined to stay with UPS for deliveries and that we need to have council members fill out the direct deposit forms for quarterly payroll.

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 Alburtus. Motion passed.

Meeting adjourned at 7:00 p.m.