

Village Of Lawrence

Administration Committee

November 18, 2018

www.lawrencemi.org



Present: Dan Faulkner, Katie Newton, Pat Alburtus, Janet Utter and Cindy Nower

Absent: None

Guest: Chase Whiteman

Meeting opened at 6:06 PM

Motion by Faulkner supported by Newton to approve minutes September 18, 2018. Motion carried.

Old Business

- Tax Capture – Clearing account has \$173,002.04
- Payroll – Direct deposit still one employee has not signed up – sending to personnel committee

New Business

- BS & A – Checking on electric signature for payables
- Aflac – information forwarded to council
- Budget requests
- Master plan
- Website and Facebook
- Moving Cindy, Janet and Pat into the front office

County will be sending out letters regarding delinquent tax letters that were sent out in error.

Water and Sewer deposit are out of sync. Records to reviewed.

Minutes need be updated to website

Tax disbursement needs to be done to Streets, LDFA and DDA

Motion by Newton supported by Utter to adjourn meeting. Motion carried.

Meeting adjourned at 7:25 PM

Respectfully submitted:

Cindy Nower, Chairman