



**Village Of Lawrence**  
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**Administrative Committee  
Meeting Minutes**

December 19, 2017

Open Meeting at 6:00 PM.

Present: Nower, Babcock, Faulkner, Alburtus

Absent: Utter

Nower motioned to approve the meeting minutes from the November meeting. Babcock seconded, all were in favor.

Old Business

New Business

1. Bank Reconciliations Status November are done
2. Treasurer Report - Taxes Collected \$185,705.30 to be collected \$30,129.26
3. General Law Village Workshop – emailed the conference center for availability.
4. Budget Requests were discussed:
  - a. Time Sheet/Human Resource Module
  - b. Second computer for counter area
  - c. Barcode reader
  - d. Desktop Scanner for bills

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

Field Questions and/or concerns from the public.

Motion to adjourn by Babcock and seconded by Nower. Motion passed.  
Meeting adjourned at 6:45 p.m.