

# Village Of Lawrence

Administration Committee

April 16, 2019

[www.lawrencemi.org](http://www.lawrencemi.org)



Present: Dan Faulkner, Katie Newton, Janet Utter, Dave Quick and Cindy Nower

Absent: Pat Alburtus

Guest: Ike Nower and Chase Whiteman

Meeting opened at 6:07 PM

Motion by Newton supported by Utter to approve minutes March 19, 2019. Motion carried.

## Old Business

- Water and Sewer deposit out of sync
  - ❖ Office staff is continuing to review deposits, also need to review tax payments from 2014-2018
- Responsible Party Form & Sewer payment
  - ❖ To be reviewed once Water and Sewer deposit project finished
- Rental Property Registration & Responsible Party Assignment Policy fee
  - ❖ To be reviewed once Water and Sewer deposit project finished
- Electrical Signature Policy
  - ❖ Cindy to continue to work on, need to be done if payroll is done in house
- Payroll being done in-house
  - ❖ Reviewing payroll and MERS being done in-house

## New Business

- 941 Payroll taxes from 2012
  - ❖ 2012 taxes were submitted on wrong form. The 2012 taxes have now been paid and the correct form has been submitted.
- Chromebooks
  - ❖ Dave Quick presented information regarding Chromebooks, council to go paperless.

Motion by Newton supported by Utter to amend 2019-2020 budget (101-173-89.00 Computer software) for \$2000.00 to purchase 8 Chromebooks. Motion carried.

- Missing Minutes book from 2018 and beyond

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- ❖ Continue to look for missing council minute books
- Retention policy
  - ❖ On hold until further notice
- Pitney Bowes
  - ❖ Waiting to receive information from Pitney Bowes
- Interfund activity report
  - ❖ Working on To and From accounts. Need to review to see if need to collect and if we can forgive. Dan to review.
- Copier rental
  - ❖ 60 month lease will expire in July 2019.

New computer for office is out for bid.

Concerns regarding Chemical Bank login, using one employee's login.

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

Meeting adjourned at 7:10 PM

Respectfully submitted:

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Cindy Nower, Chairman