



**Village Of Lawrence**  
157 N. Paw Paw  
P.O. Box 217  
Lawrence Michigan 49064  
(269) 674-8161 • Fax (269) 674-3004

**Administrative Committee  
Meeting Agenda**

December 15, 2015

Open Meeting at 6:00 PM.

Present: Babcock, Nower, Utter, Quick, Faulkner, Weston, Alburtus

Absent:

Guest: Brian Krohl

Review and approve / disapprove meeting minutes from the December meeting – Minutes were approved, with a motion from Nower, seconded from Babcock all were in favor.

Old Business

1. Telephone System – It would be \$105.00 per phone and \$75.00 set up charge, monthly cost would be approximately \$95.00 for 3 lines (village hall, police and dpw) need to check on adding another line.

New Business

1. Bank Reconciliations Status –December done and completed, waiting to be reviewed.
2. Treasurer Report – Received as of today \$184,169.28, delinquent taxes \$28,820.97
3. Pat's Hours – Discussion was held and Pat said it takes him 5 hours to go over the reconciliations and then he has another 5 hours to do other things as requested by council. It was also discussed about getting a laptop for Pat to use when he is here.
4. Amended Budget – discussion was held about amended budget numbers, Dan and Kim would work on this.
5. 2016-2017 Budget – discussed budget requests, adding of new general ledger numbers.
6. Auditors – Brian - discussion was held with Brian about how to come up with money for the water tower project.
7. Rate Study – discussion was held about the current rates and raising of rates to cover the current loan through the USDA and the new loan for the water tower project. Questions were raised about why the rates has not been consistently raised through the out the life of the loan. To cover the loan payments revenue for 2016 needs to be approximately \$260,960.00.
8. Website – Dan has contacted someone about a redesign of the website for approximately \$1000.00, this would include new emails.

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



**Village Of Lawrence**  
157 N. Paw Paw  
P.O. Box 217  
Lawrence Michigan 49064  
(269) 674-8161 • Fax (269) 674-3004

Field Questions and/or concerns from the public.

Motion to adjourn by Nower and seconded by Babcock Motion passed.  
Meeting adjourned at 8:05 p.m.