



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

**Administrative Committee  
Meeting Minutes**

February 16<sup>th</sup>, 2016

Open Meeting at 6:00 PM.

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

Absent: Quick

Review and approve / disapprove meeting minutes from the January 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.

Old Business

1. Phone System

New Business

1. Bank Reconciliations Status -February completed, waiting for review
2. Treasurer Report - Received as of today \$184,169.28, delinquent taxes \$28,820.97
3. County's Holiday Schedule - Discussion was held on whether or not the office and dpw should follow the county's closing schedule. It was determined that this was a personal committee's agenda item. Dan will take it to the committee.
4. Rosetta Stone - Spanish \$199.00, Kim voiced concern about having a large population of residents that do not speak English. She would like to purchase Rosetta Stone (Spanish edition) for the office to be more effective when handling customers that do not speak English. Discussion was held and all though it would be a good idea. Nower motioned and Utter seconded the decision to purchase the program.
5. Email/Website - Dan gave a brief update on the new website and the decision by Quick to purchase a new domain name for the Village that comes with several email addresses and more storage capability.
6. Budget - Discussion was held on the due to due froms in the water fund. It was decided that Pat would continue looking into these, so that we could recommend the cleanup of the water fund.

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

Field Questions and/or concerns from the public.

*This institution is an equal opportunity provider*



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*Minutes submitted by Babcock*

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