



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**

August 16, 2016

Open Meeting at 6:00 PM.

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

Absent: Weston

Meeting minutes from the May meeting were motioned by Babcock, seconded by Utter and all approved.

Old Business:

1. Blight Ordinance

New Business

1. Bank Reconciliations Status -July were in the process of being completed
2. Treasurer Report - Taxes collected as of 8/15/16 \$23,223.69, taxes yet to be collected \$180,641.91
We have integrated the tax software onto the office computer. This allows us to take tax real time payment in cash receipting and they immediately post into the tax program. We export a copy to the county each Friday to update their system.
3. BS&A Software - Access MyGov - Dan looked into this for online payments. More information is needed.
4. End of the month deposits - this was discussed because it was brought up in the audit review about posting all payments in the month they were taken. It was discussed that the office would cut off payments at a certain time on the last day of the month and process the paperwork and take the deposit to the bank.
5. ECCU Savings Account - they are charging \$10.00 a month for no activity fee on the account - this account was set up because in the past we had a CD with them. Janet is to reach out to them to see if they offer government/business accounts.
6. Static IP Address - This is needed for remote access the new server that will be installed in the office. Dan can order 1 address for \$19.95 a month or 5 for \$24.95 a month.
7. Seber Tans contract renewal - Nower motioned to have council approved this and Utter seconded and all were in favor.
8. Amend Budget Meeting - August 31st @ 7:00pm. Amending budget through July 31st. Dan is to meet with Dave Quick on August 29th @ 6:00pm to discuss.

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

This institution is an equal opportunity provider



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Field Questions and/or concerns from the public.

Motion to adjourn by Nower and seconded by Utter Motion passed.

Meeting adjourned at 6:34 p.m.

Minutes Submitted by Kim Babcock