



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**

December 20, 2016

Open Meeting at 6:00 PM.

Present: Kim Babcock, Dave Quick, Dan Faulkner, Janet Utter, Pat Alburtus

Absent: Cindy Nower, Rick Weston

Minutes from the October meeting were approved, motion by Quick, seconded by Alburtus all were in favor.

Old Business

1. Junk/Burn Ordinance
2. Office for Pat - desk in back break room, only problem is that electric is not working.
3. Remodeling of Break Room & Bathrooms - holding off until next budget year

New Business

1. Bank Reconciliations Status -October & November are done
2. Treasurer Report -Taxes collected as of 12/20/16 \$176,250.48, yet to be collected \$30,527.42.
3. Budget Requests - fax machine, computer for Pat, another computer for office.
4. LawrenceVillage.org domain to expire in 2017 - Committee chose not to renew this domain, motioned by Babcock, seconded by Utter.
5. List of Officials clerk & treasurer appointment due on February 28th - discussion was held and appointments will be made at next council meeting.
6. Paychecks delivery service - paychecks are going to a courier delivery service, but we can opt out and stay with UPS. Discussion was held and it was determined to stay with UPS for deliveries and that we need to have council members fill out the direct deposit forms for quarterly payroll.

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

Field Questions and/or concerns from the public.

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

Meeting adjourned at 7:00 p.m.



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**Administrative Committee
Meeting Minutes**

October 18, 2016

Open Meeting at 6:00 PM.

Present: Janet Utter, Dave Quick, Lucinda Nower, Kim Babcock

Absent: Dan Faulkner, Rick Weston, Pat Alburtus

Review and approve / disapprove meeting minutes from the July meeting. Nower motioned to accept minutes, Babcock seconded, all were in favor.

Old Business

1. Junk/Burn Ordinance
2. Server - installed and BS&A transferred over (need to work on the remote access)
3. ECCU Savings account - Closed the account and need to put \$991.20 in general savings

New Business

4. Bank Reconciliations Status -September are done
5. Treasurer Report -Taxes collected as of 10/18/16 \$176,250.48, yet to be collected \$30,527.42
6. Office for Pat - discussion was held about talking to the Township about getting space in the office that they rent from us. Dave Quick was going to get in touch with them.
7. Remodeling of Break Room - Discussion was held and it was suggested that we make the back bathroom ADA compliant and replace the toilet in the front bathroom before remodeling the break room. Need to get quotes to have this done.
8. Change of User for Chemical Bank online account - signatures were obtained and Kim will take form into Chemical Bank and have them change the user name to DFaulkner.
9. New GL #'s for vacation and bereavement have been put into General Ledger
10. Van Buren County Police Contract Renewal - this was motioned by Nower and seconded by Utter to send contract renewal to council for approval. All were in favor.
11. MML Worker's Comp Evaluation

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

Field Questions and/or concerns from the public.

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

Meeting adjourned at 6:26 p.m.

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**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.

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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



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**Administrative Committee
Meeting Minutes**

May 17, 2106

Open Meeting at 6:00 PM.

Present: Babcock, Utter, Nower, Quick, Faulkner

Absent: Weston, Alburtus

Meeting minutes from the March meeting were approved.

New Business

1. Bank Reconciliations Status -March & April completed
2. Treasurer Report - Received as of today \$184,169.28, delinquent taxes \$28,820.97
3. Junk/Burn Ordinance - Dave Quick to draft for next month's meeting.
4. Sewer CD with Chemical Bank due to renew on May 26, 2016 Current Term is 6 months, with a balance of \$51637.46 (Balance in sewer fund is \$183,395.24) Recommendation was to continue with the 6 month term. Kim will call Chemical Bank to renew.
5. Redevelopment Ready Community - This is the "ICE" grant Dan is working on. Grant application is due the end of May. Dan is going to a 2 day training to receive 10 points on the application.

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 6:30 p.m.

Minutes Submitted by Kim Babcock



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**Administrative Committee
Meeting Agenda**

February 16th, 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.

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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.



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**Administrative Committee
Meeting Agenda**

January 19, 2016

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.



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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.