

ACCOUNTS PAYABLE COMMITTEE

301 North Main Street, Adrian, MI 49221

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MEMBERS

David Stimpson, Ralph Tillotson, Martin Marshall

MEETING LOCATION

Committee Room, 2nd Floor
Old Courthouse, 301 N. Main Street, Adrian, MI

Minutes: Thursday, February 13, 2020 – 10:00 a.m.

Present: Commissioners Stimpson and Tillotson, and Martin Marshall

Also Present: Tracy Stace

I. Approval of Minutes

Motion by Stimpson, seconded by Marshall, to approve the minutes of the January 2, 2020 meeting. Motion carried.

II. Review and approve accounts payable vouchers

A listing of vouchers that were processed on January 23rd, 30th, and February 6th and vouchers received for payment in the Clerk's Office through February 13th were reviewed.

Motion by Stimpson, seconded by Marshall, to approve total vouchers, for payment in the amount of \$2,952,122.28 with the general fund's portion being \$404,179.18. Motion carried.

III. Accounts Payable Guidelines

The AP Policies & Procedures has been amended to reflect purchases of assets costing \$10,000 require a Purchase Order, and the Credit Card Purchasing section has been updated to reflect current procedures.

Motion by Marshall, seconded by Stimpson, to refer the amendments on to the Policies and Procedures Committee for consideration. Motion carried.

IV. Other Business

There was no other business.

V. Adjournment

Motion by Marshall, seconded by Stimpson, to adjourn the meeting at 10:52 a.m. Motion carried.