

Village Of Lawrence

Administration Committee

January 15, 2019

www.lawrencemi.org



Present: Dan Faulkner, Katie Newton and Cindy Nower

Absent: Janet Utter and Pat Alburtus

Guest: none

Meeting opened at 6:14 PM

Motion by Newton supported by Faulkner to approve minutes December 18, 2018. Motion carried.

Old Business

- BS & A – Checking on electric signature for payables
- Budget requests
- Water and Sewer deposit out of sync
- Updating Website and Facebook
- West Michigan Railroad
- Pooling Water and Sewer accounts together for 2019-2020 budget

New Business

- LCSA wants ACH payments
- Responsible Party Form Water & Sewer payment
- Rental Property Registration & Responsible Party Assignment Policy fee

Need policy for electric signature for BS & A - Cindy continuing to work on

Need budget request no new request currently

Water and Sewer deposit report is still being reviewed and continue to be worked on by Pat.

Continue working on updating minutes on website.

Motion by Newton supported by Nower to pay \$494.86 to West Michigan Railroad for 2018 lease payment. Motion carried.

After reviewing Water and Sewer account, Administration committee decided not to want to pool accounts together.

Talked about upcoming chart of accounts

Auditors (Steve) will be here on January 17th for pre-audit and February 7th and 8th.

Responsible Party Form for Water & Sewer payment and Rental Property Registration and Responsible Party assignment policy. Will be reviewed once water and sewer accounts are in sync,

Janet arrived 7:00 PM

Tax payment received for Brush Creek apartments.

This institution is an equal opportunity provider and employer

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LCSA (Local Community Stabilization Authority) would like to pay the village by Ach (direct deposit)

Motion by Newton supported by Utter to receive payments from LCSA by ACH. Motion carried.

Motion by Newton supported by Utter to adjourn meeting. Motion carried.

Meeting adjourned at 7:33 PM

Respectfully submitted:

Cindy Nower, Chairman