



Village Of Lawrence
157 N. Paw Paw
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**Administrative Committee
Meeting Minutes**

January 18, 2011

Present: Alburtus, Webster, Schaut, Nower, Ludwig

Absent: Utter

Open Meeting at 7:00 PM.

Alburtus motioned to approve minutes from the October meeting after amendment to date, which was incorrect. Webster supported.

No meeting held in November or December.

Old Business

1. Discuss office space in Village Hall for Township Treasurer.

Schaut attended Township meeting to discuss. Sharing of office space is working for both parties. Township will draft contract for Village review.

2. Tax capture amounts – LDFA & DDA – Treasurer Update

Utter and Webster to meet 01/20 to discuss and finalize tax capture numbers for distribution. Disbursements should be prepared before LDFA/DDA meetings on 01/26.

New Business

1. Bank Reconciliations update – November & December

Ludwig reported bank reconciliations for both months are complete and have been reviewed. No issues found.

2. Treasurer report – update

Treasurer absent, no report.

3. Review expenses related to the Riverview Drive ownership transfer request.

Schaut advised Riverview Drive attorney expenses thus far total \$866.50; issue to be discussed further with Village Planning Commission.

4. Electronic Federal Tax Payment System (EFTPS) – discuss change.

Ludwig reported that Federal Tax Payments will now be paid online using direct debit of Village checking account. Transaction will be processed similarly to a check, and authorized through use of transfer slip.

5. Foreclosures, homestead exemptions / rentals, etc. – discuss tax issues as these come about.

Office staff to contact assessor's office to verify whether or not they need to communicate any new foreclosures to remove homestead exemption on those properties.

6. General Code Ordinance – Chapter 10 regarding blight etc. – discuss Police Chief enforcement.

Schaut to discuss with Village Deputy. Some code states police department will enforce, some does not.

7. Monthly bank reconciliation reviews by accountant – discuss progress and possible change from monthly to quarterly reviews.

Village Accountant advised that moving to quarterly review of bank statements is acceptable.

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

None

Field Questions and/or concerns from the public.

None

Meeting adjournment at 7:35 p.m.

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