

# Village Of Lawrence

Administration Committee

January 22, 2020

[www.lawrencemi.org](http://www.lawrencemi.org)



Present: Dan Faulkner, Katie Newton and Cindy Nower

Absent: Janet Utter and Pat Alburtus

Guest: Dave Quick

Meeting opened at 1:25 PM

Motion by Newton supported by Faulkner to approve minutes December 17, 2019. Motion carried.

Old Business

Void receipt report

- Reviewed at closed session on February 11<sup>th</sup> at council meeting.

Responsible Party Form & Sewer payment and Rental Property Registration & Responsible Party Assignment Policy fee

- Letter to be sent to all rentals that have not registered, and advise they have 10 business days to register.

Golf Cart Permit and Registration Application.

- Cindy to continue to work on updating application and how to notify parties when registration is expiring.

Retention policy

- On hold until further notice

ZBA pay

- Effective March 1, 2020 ZBA will be paid \$20.00 per meeting. This will be to be budgeted.

Tax clearing account

- Current balance is zero, except for interest received. Reviewing what to do with interest received.

Village of Lawrence building

- Katie working with Dave Lamp for new decal for Village door, total cost \$45.00.

Escheatment – Aged Accounts receivable report

- Stale date checks, over/under payments. Cindy to work on policy regarding over/under payments and Stale date checks.

FDIC Extended Insurance

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- What is the next step? Need signer to call, Dan to follow up with bank.

## New Business

### Budget requests

- Receipt printer/check endorser \$770.39

### Front Office Space

- Floor have quotes
- Door – Township paying for new door
- Electric – We have two quotes

### Hartford Area chamber of Commerce

- Forwarded information to DDA committee

### Reimbursement form for Water and Sewer Adjustment request

- Katie to create form and work to PSC committee

### Siegfried Crandall PC Announcement

- New addition Joshua Gabrielse CPA

### Notice of Proposed Class Action Settlement – Heritage -Crystal Clean Settlement

- Reviewed information received

### Companion Life

- No rate increase, information forwarded to Personnel Committee

### Notice from Lawrence Township Treasurer

- New address to pay taxes

### MDOT form 4886

- Schedule of payments

### West Michigan Railroad

- Waiting for update for Attorney

### OneAmerica

- No action to be taken

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## CD rates

- Update on new rates

## Interfund Activity

- On hold until after the special project is completed

## Notice of Credit Card Discontinuance

- No action to be taken

## Delayed Water Shutoff Agreement

- Need water ordinance
- Policy
- Some properties unable to shutoff

## Reimbursement form

- Need form to be created
- Need proof of attending
- Receipts

## Fee Schedule

- Reviewed and updated fee schedule for 2020 – 2021. Forwarding to council for approval

Meeting adjourned at 3:27 PM

Respectfully submitted:

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Cindy Nower, Chairman