

# Village Of Lawrence

Administration Committee

December 17, 2019

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



Present: Dan Faulkner, Katie Newton, Pat Alburtus and Cindy Nower

Absent: Janet Utter

Guest: none

Meeting opened at 3:10 PM

Motion by Faulkner supported by Alburtus to approve minutes November 20, 2019. Motion carried.

Old Business

Void receipt report

- Miscellaneous cash receivables
- Bill Adjustments
- Breakdown for water deposit including Fund Balance rollovers and voids

**Recommend forwarding findings of voided receipts to council.**

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

- Reviewed list of properties
- Next month will review draft letter and policy

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

- Per August 9, 2005 minutes ZBA should receive \$25.00 per meeting. Per February 26, 2015 Resolution to set Annual pay for Village Officials ZBA should receive \$20.00 per meeting. ZBA has never been paid for their meeting. Researching meetings that were held.

Tax clearing account

- Waiting for updated file from the County

Village of Lawrence building

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

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Miscellaneous receivables

- Katie continue to work on waiving them per council approval.

New Business

Budget requests

- PDF – Adobe writeable

Front Office Space

- Floor
- Paint
- Chairs
- Lights

Forwarding information for Van Buren County Economic Development Market to Community Development Committee.

Motion by Alburtus supported by Faulkner to adjourn meeting. Motion carried.

Meeting adjourned at 5:23 PM

Respectfully submitted:

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Cindy Nower, Chairman