

Village Of Lawrence

Administration Committee

June 16, 2020

www.lawrencemi.org



Present: Pat Alburto, Katie Newton, Theresa Stroud and Cindy Nower

Absent: none

Guest: none

Meeting opened at 3:07 PM

Motion by Newton supported by Alburto to approve minutes May 19, 2020. Motion carried.

Old Business

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

- Katie continue to work

Golf Cart Permit and Registration Application.

- Cindy to draft letter and Katie to make invoice for renewal

Aged Account Receivable Report

- Katie to continue to review what needs to be escheated or reissued or taken to claims court for collection

Investment Policy

- Katie to work on

Interfund Activity

- **Motion by Newton supported by Nower to zero out all due to from accounts for 2018, 2017 and before due to unable to substantiate if they were repaid or not. Motion carried.**

Delayed Water Shutoff Agreement

- On hold until new water ordinance is in place

USDA Compliance Review

- Theresa will contact Paul at USDA regarding USDA Compliance Review

New Business

Fixed Assets Module

- The module has been available to the Village since 2009. We will be adding are fixed assets to module.

This institution is an equal opportunity provider and employer

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Audit

- Ben will week of June 22nd the agreement and check list to start audit.

Outstanding Issues

- Refund from Consumers Energy – Cindy to follow up
- Credit card for Theresa and Katie – Cindy to follow up
- Village will be closed on July 3rd.

Received 39,781.93 from the County for 2019 back taxes

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

Meeting adjourned at 3:35 PM.

Respectfully submitted:

Cindy Nower, Chairman

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