

# Village Of Lawrence

Administration Committee

August 18, 2020

www.lawrencemi.org



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

Absent: none

Guest: none

Meeting opened at 3:10 PM

Motion by Alburtus supported by Stroud to approve minutes June 16, 2020. Motion carried.

Old Business

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

- Katie will be sending letters to verify if registered property is still a rental

Golf cart permit and registration application and how to notice parties when registration is expiring

- Process is now in place and working

Aged Accounts receivable report

- Council approved removal of aged receivables, once auditors are done with audit. We will be moving forward to adjust aged receivables off accounts.

Investment policy

- Katie provided examples of Investment policy for Administrative Committee to review.

Interfund Activity

- Per auditors we just can not just write off DUE TO, DUE FROM without further research on every fund. Theresa and Katie to continue to work on.

Delayed Water Shutoff Agreement – on hold until water ordinance is in place

- Will run report show what account would qualify for shut off. Doors will be tagged with past due notice.

USDA Compliance Review – Working with Paul from USDA to complete paperwork

- Continuing to work on.

Fixed assets module

- Continuing to work on

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## Expense Reimbursement Form

- Katie presented example to expense reimbursement form

## Over under Water and Sewer Bill Resolution and Over under Tax Payment Resolution

- Motion by Stroud second by Newton to approve Excess Water and Sewer and Tax payment resolution with corrections. Motion carried.

## New Business

Tcfbank – discontinue courier services as of September 18, 2020

- Will be moving bank account to Arbor.

## Electronic mailing utility bills

- Cindy working on form to sign up for electronic mailing of utility bills

## Preauthorized payments – ACH debits for utility bills

- Cindy working on form to sign up for automatic payment of utility bills

## BS & A – Assessing program

- Theresa to continue to work on

Will be closing office for Computer conversion

Closing office for Labor Day on September 7<sup>th</sup>

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

Meeting adjourned at 4:25 PM.

Respectfully submitted:

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Cindy Nower, Chairman