

Village Of Lawrence

Administration Committee

September 15, 2020

www.lawrencemi.org



Present: Pat Alburtus, Patti McCarthy-Strijkal, Cindy Nower, and Theresa Stroud

Absent: none

Guest: none

Meeting opened at 3:11 PM

Motion by Stroud supported by Alburtus to approve minutes August 18, 2020. Motion carried.

Old Business

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

- Cindy will try to locate list and send letters to verify if registered property is still a rental.

Aged Accounts receivable report

- Theresa to review

Investment policy

- Theresa to work on investment policy

Interfund Activity

- Theresa and Cindy to work on

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

- Report will be run showing what account would qualify for shut off and tag doors with past due notice. notice.

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

- Continuing to work on, Cindy will be forwarding any email received from Paul to Theresa.

Fixed assets module

- Continuing to work on

Tcfbank – discontinue courier services as of September 18, 2020

- Will be moving bank account to Arbor need to make sure Pat can call and get information.

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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. Will research what credit card services work with BS&A and provide information at the next meeting.

Shredding of old records

- Will review shredding of old records to January

Daily Deposits

- Adding scanning of checks receipted for deposit daily has a step and saved on share drive.

Invoices entered

- Discussed you would enter invoices when received

Casual dress on Friday

- Everyday if you are neat and clean, no holes in clothes

New phone system will be installed on Friday and Monday

Postage machine

- Waiting for postage, prenote has been done.

Meeting adjourned at 4:38 PM

Respectfully submitted:

Lucinda R Nower