



Village Of Lawrence
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Administrative Committee Meeting Minutes

October 20, 2010
Open Meeting at 7:05 PM.
No meeting held in September.

Present: Webster, Alburtus, Nower, Utter, Schaut, Ludwig.
Absent: None

Old Business

1. Garbage survey – Ox Roast survey.
No surveys turned in during Ox Roast. Surveys may be enclosed with Village taxes next spring.

New Business

1. Bank Reconciliation update –
September bank reconciliations are complete. No issues to report.
2. Treasurer report –
As of 10/17/10 \$41,950 to collect.
3. Discuss office space in Village Hall for Township Treasurer.
Several issues need to be addressed before final decision can be reached, including restroom accessibility, phone system and the possibility of billing the township for the use of heat and lights. Treasurer is typically in the office all day Tuesday and half-day Friday.
4. Discarding all old Ordinance Books?
Webster motioned to discard all old ordinance books except for the master copy, which will be kept for historical purposes. Alburtus supported motioned, all in favor.
5. Village Charge Card – currently still using Fifth Third Bank.
Suggested by committee that office staff check into American Express Corporate card or Sam's Club credit card.
6. Meter reading tasks are now being charged to water and wastewater funds equally – Informational
7. Consider investing in more CD's – Wastewater & General Funds have high savings balances.
Office staff to research rates at various institutions. \$150,000 to be invested from general fund, \$50,000 from sewer.
8. Review WT Administrative Contract
Ludwig to review and amend Administrative Assistant position description. Schaut to send contract to Council for further review. Contract officially expires on March 1, 2010.
9. Review excerpts from MML re: expenditures of public funds.
Purchase of items such as candy and flowers will now need to be made with collected donations.
10. Downtown dumpster program – update
Program takes effect November 1, 2010. Dumpster and cardboard recycling container will be placed behind the Village Hall. Second dumpster to be located behind Lawson's Citgo.
11. Tax capture amounts – LDFA & DDA – Treasurer Update
Utter & Webster to meet to determine amounts.

Meeting adjournment at 8:20 p.m.

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